

I serve as an Environmental Engineer in the Enforcement and Compliance Assurance Division, Water Branch - NPDES Section and my current duty station is Wheeling, WV. Some of my major successes while working remotely during the pandemic include, but are not limited to, the following:

- Silver Medalist for the 2020 FEB Excellence in Government Awards – Collaboration Champions.
- Received a Ex. 6 Personal Privacy (PP) performance rating for FY21.
- Case technical lead on ALCOSAN, the largest CD in the Section. During FY21, I reviewed the Allegheny County Sanitary Authority (ALCOSAN) Preliminary Basis of Design Report and prepared an approval letter, in coordination with DOJ, PADEP and ACHD granting authorization to move forward with its \$2 billion tunnel design to reduce 6.5 billion gallons of untreated systemwide overflows on an annual basis, resulting in significant environmental benefit.
- Accepted a new role as the State Coordination Team Leader.
- Accepted a new role as the WVDEP state coordinator.
- Having no prior experience with the state coordination team and State Review Framework (SRF), I led and completed all milestones identified for WVDEP SRF Round 4 and received positive feedback from SRF Team Lead.
- Filed a signed CAFO resolving alleged violations of the CWA pretreatment standards and regulations by Tech Met, Inc. with facilities in Glassport and Donora, PA which included a \$40,000 civil penalty.
- Volunteered for new roles such as ECADs divisional lead for the Region 3 Virtual Stakeholder Engagement Summit.

My primary duties include the bulleted items below in the order that they are outlined in my PARS. For each bulleted item, I have justified that my duties are able to be performed remotely and that I have and can continue to perform such duties as effectively and efficiently from my remote work location as I would be able to from the official worksite.

- Maintains up-to-date knowledge of programmatic area - This is a performance element that I have consistently and can continue to conduct remotely by means of personal research and/or virtual team meetings as needed.
- Ensures organizational goals and priorities are addressed by enforcement and compliance plans and activities - This is a performance element that I have and can continue to conduct remotely by means of written correspondence, conference calls, in-person and/or virtual meetings.

- Provides compliance assistance to the regulated community - This is a performance element that I have and can continue to conduct remotely by means of written correspondence, conference calls, virtual meetings or in-person meetings.
- Performs compliance review of inspection reports - This is a performance element that I have and can continue to conduct remotely by means of reviewing and editing reports utilizing email, MS Word, and MS Teams.
- Develops timely and appropriate enforcement documents in response to noncompliance - This is a performance element that I have consistently and can continue to conduct remotely by means of written correspondence, conference calls, or virtual meetings with appropriate personnel (i.e. senior management and ORC).
- Enforcement documents are prepared in a thorough, complete, and accurate manner, consistent with applicable policies and practices - This is a performance element that I have consistently and can continue to conduct remotely by means of MS Office tools while researching ECAD policies and practices.
- Provides technical support to ORC through case development, negotiation, and litigation activities - This is a performance element that I have consistently and can continue to conduct remotely by means of written correspondence, conference calls with ORC, or virtual meetings/briefings with ORC.
- Uses formal and informal systems to monitor progress, follow-through on critical tasks, track results, and evaluate outcomes - This is a performance element that I have continuously and can continue to conduct remotely by means of researching and reviewing technical documents for accuracy, initiating virtual team meetings to discuss and brief appropriate personnel on findings and providing feedback to regulated entities. All tasks can be accomplished utilizing MS Office tools as well as DMAT.
- Keeps all data bases and tracking reports up-to-date and accurate - This is a performance element that I have continuously and can continue to conduct remotely by means of electronically updating Pipeline and DMAT.
- Ensures that upper management, State partners, and other stakeholders are informed (in a timely manner) of program progress, critical or potentially controversial issues, with early warning of potential problem areas - This is a performance element that I have excelled at and can continue to conduct remotely by means of regular team meetings, providing updates and briefings to necessary personnel

and providing feedback to regulated entities. I have utilized MS Office tools for communication purposes regarding this performance element.

- Obtains/maintains required training and refresher training necessary to perform inspection duties - This is a performance element that I have and can continue to conduct remotely by means of virtual trainings, the use of Inspector Wiki as well as utilizing Fed Talent.

- Inspections are conducted in accordance with Agency policies, guidance, and procedures - This is a performance element that I have and can continue to conduct remotely by means of reviewing electronic documents in advance to prepare for inspections while referring to applicable Agency policies and guidance. However, inspections will require travel throughout the Region.

- Inspections are conducted and reports completed in a timely manner and are thorough, complete, and accurate, and consistent with established protocols and time frames. Inspections will require travel throughout the Region. However, the Agency will benefit from my presence in Western PA as I will provide cost savings to the Agency since a reduced amount of NPDES inspectors will be required to travel to the Western portion of our Region from Philadelphia. Regarding the completion of inspection reports, this can be completed remotely as the Agency has provided inspectors with the necessary tools to complete the task.

- Inspections are coordinated with others involved in or affected by the program activity or decisions, in accordance with established practices. This can be performed remotely by use of email, telephone, and MS teams.

- Assists in providing training to Regional and State inspectors, as needed. While working remotely during the pandemic, I have held two training sessions for the NPDES Section as well as ORC. The training sessions were presented utilizing MS Teams and I received positive feedback from several of my colleagues. I can continue to provide trainings through a remote work platform.

- Investigates CWA noncompliance, develops cases to address noncompliance, and monitors corrective action to ensure return to compliance. This can be accomplished by use of ECHO, electronic file reviews, information request letters and inspections. Apart from on-site inspections, all can be completed remotely. I have and can continue to develop compliance determinations and penalty justifications for potential enforcement actions and can continue to monitor all my cases successfully at a remote location. I have excelled in scheduling weekly and biweekly collaboration meetings with case teams, including DOJ, OECA, ORC, as well as State and local counterparts utilizing MS Teams.

- Maintains credentials (including keeping up to date on training requirements) to perform NPDES inspections. This is a performance element that I have and can continue to conduct remotely by means of virtual trainings, the use of Inspector Wiki as well as Fed Talent.

- Review inspection reports and develop case development documents (CDPJs) that reflect sound understanding of regulatory requirements, corrective action necessary to achieve compliance, and how evidence collected supports allegations. As stated above, I have and can continue to develop CDPJs remotely and can relay all of my findings to management and ORC through remote platforms such as email, telephone and MS Teams. The enforcement program has been very successful in utilizing MS Teams for all CDPJ referrals to ORC so that all relative documents are located in one place.

- Review responses to Information Request Letters (IRLs), as off-site evaluations, and in the development of case development documents (CDPJs). I have and can continue to perform this duty remotely; I have reviewed several IRLs, developed enforcement actions based upon my findings, and tracked these cases through closure.

- Develop Information Request Letters (IRLs) for case development. I have and can continue to perform this duty remotely; I have reviewed several IRLs, developed enforcement actions based upon my findings, and tracked these cases through closure.

- Ensure enforcement cases are pursued in a timely manner. I continuously meet all deadlines and can continue to ensure that cases are pursued in a timely manner while working remotely.

- Monitors assigned consent decrees (CD) and AOCs, reviews and approves/disapproves deliverables, and takes timely action. CD monitoring is a large part of my position as I am the technical lead on the ALCOSAN CD (the most complex CD within the NPDES Section) and the PWSA judicial case (both located in western PA). Both cases require a significant amount of coordination and collaboration with DOJ, OECA, ORC, Region 3 Senior Management, PADEP and the Allegheny County Health Department (none of which are co-located). While working remotely, among the review of various other technical documents, I successfully coordinated with the PADEP and ACHD technical team to review ALCOSAN's preliminary basis of design report. Highlights of this effort, all of which were effectively performed remotely, are as follows:

- Conducted a timely and thorough technical review of submittals to develop a list of technical questions and ensure consistency with CD requirements.

- Initiated and led monthly meetings with PADEP and the ACHD to discuss technical findings and other relevant matters in submitted reports.

- Developed, prepared, and sent comprehensive lists of all technical questions discussed amongst EPA, PADEP and ACHD (approximately 350 in total) to ALCOSAN.
 - Arranged and participated in multiple technical meetings with ALCOSAN and its consultants to address all agency questions in advance of agency response deadline, as to not delay commencement of ALCOSANs objectives.
 - Regularly updated legal teams and Senior Management throughout review process.
 - Initiated and led calls with DOJ, OECA and ORC on all high-level technical concerns that arose during the duration of EPA/PADEP/ACHDs review and included ECAD management as necessary.
 - Prepared briefing papers and briefed ECAD DD and ORC on findings to ensure their concerns were adequately addressed prior to agency response deadline.
 - Reviewed ALCOSANs EJ Analysis and prepared technical memo for ECAD DD and ORC outlining findings and recommendations.
 - Coordinated and held meetings with Branch Chief of Communities and Tribes to discuss findings of EJ Analysis.
 - Prepared approval letter, in coordination with DOJ, PADEP and ACHD, granting approval to move forward with a \$2billion tunnel design to reduce 6.5 billion gallons of untreated systemwide overflows, on an annual basis, as well as promoted public participation and environmental justice considerations.
 - Arranged and participated in a meeting with ALCOSAN and EPA's Branch Chief of Communities and Tribes to share ideas on community outreach considerations in areas impacted as a result of ALCOSANs tunnel construction.
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- Conducts internal and external communications through appropriate channels. This is a performance element that I have and can continue to conduct remotely by means of written correspondence, conference calls, virtual briefings, and virtual meetings.
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- Communicates matters within appropriate scope of authority. I have received positive feedback from senior management regarding my ability to elevate priority matters and provide necessary briefings on these matters. I excelled at this remotely and can continue to do so.
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- Writes clearly and concisely, in compliance with establish formats and standards. I have continually received positive feedback in this area and can continue to do so while working remotely.
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- Documents prepared are grammatically sound and rarely contain errors in spelling. I have continually received positive feedback in this area and can continue to do so while working remotely.

- Promptly responds to phone, LAN, and voice mail messages. I have continually received positive feedback in this area and can continue to do so while working remotely.
- Provides briefings to management on an as needed basis. As a result of working on high-level and technically complex cases, I have consistently briefed senior management and received positive feedback. I have successfully accomplished this remotely and can continue to do so.
- Provides timely review and comments on draft guidance, policy statements and regulations issued by HQ, when and where applicable. This is a performance element that I have and can continue to conduct remotely by means of written correspondence, conference calls, or virtual meetings.
- Responds to and provides applicable documents to FOIA requests. This is a performance element that can be performed remotely.
- Contributes, when and where applicable, to salient issues on items of sensitive or general interest. This is a performance element that I have and can continue to conduct remotely by means of written electronic correspondence, and if necessary, coordination with ORC.
- Timely submit (2 weeks in advance of the activity) enforcement notifications to section chief and branch chief on all required activities, but not limited to, inspections, information request letters, enforcement actions, etc. This is a performance element that I have and can continue to conduct remotely by means of written electronic correspondence.
- Supports and builds strong working relationships with our state partners. Throughout my tenure at EPA, I have consistently built strong working relationships with my state and local counterparts (none of which are co-located). I have received excellent feedback from State and County technical leads as well as their legal counsel and can continue to maintain these relationships while working remotely.
- State Coordination: Serve as the WV State Coordinator. I assumed the role of the WV State Coordinator during the pandemic and have conducted all of the duties associated with this role remotely. I conducted the Round 4 WVDEP SRF by completing electronic file reviews and holding virtual meetings with WVDEP. Among other duties, I hold QEMs with senior management at WVDEP to focus on data issues and increasing the percentage of NPDES facilities in compliance with their permits and work with WVDEP to address tips/complaints received by EPA. All of these duties can continue to be conducted effectively in a remote role.

- Conducts interactions with others in a manner that reflects courtesy, respect, and a willingness to listen. I consistently receive positive feedback in this performance element and can continue to do so remotely.
- Demonstrated an ability to work cooperatively in a team environment. I consistently receive positive feedback in this performance element and can continue to do so remotely. I assumed the role of the State Coordinator Team Leader during the pandemic, and have conducted all duties associated with this role, including holding quarterly virtual team meetings, remotely.
- Actively participates in team activities. I have and can continue to perform this duty remotely.
- Contributes to the collaborative process by sharing information and actively listening to others. I have and can continue to perform this duty remotely.
- Works to resolve disagreements by focusing on the issue rather than the person. This is a duty that I have excelled at throughout my tenure working in enforcement and compliance assurance. I developed positive relationships with the regulated community since the onset of my career at EPA and can continue to do so remotely.
- Demonstrates flexibility and cooperation in adapting to changes in priorities and procedures. I have and can continue to perform this duty remotely as evidenced by taking on new roles during the pandemic and focusing efforts on changing Agency priorities.
- Work with various teams within Water Division (e.g., permitting and pretreatment) and ECAD (e.g., wetlands) to further programmatic goals. I have and can continue to conduct this duty remotely by means of telephone, email, and MS Teams platform.
- Work closely with ORC, OECA, and DOJ to ensure technical adequacy of enforcement cases arising from CWA noncompliance investigations. As demonstrated above, I have and can continue to excel in this performance duty remotely.
- Assist the sector leads in NPDES goals (targeting, inspection planning, etc). I have and can continue to conduct this duty remotely by means of ECHO, State referrals, tips and complaints, etc.

- Serve as the State Coordination Team Leader. Please refer to response above noting that I have performed this duty in its entirety while working remotely and can continue to effectively perform this remotely.

- Coach to existing staff and mentor to new staff. During the pandemic, I served and continue to mentor new members within the NPDES section. I hold regular virtual meetings and am available by email, telephone, and MS teams to provide position-related guidance and assistance with any questions. I have received positive feedback from my mentees and management on my approach to mentoring processes while working remotely.

In FY20, I was approved by senior management to relocate from the Philadelphia, PA office to the Wheeling, WV office. This relocation was approved based on several recommendations from senior management describing my performance as “one of the most dedicated, professional, technically competent, self-directed, and responsible staff.” I have continuously demonstrated my ability to perform my job autonomously while working remotely and have received a Ex. 6 Personal Privacy (PP) rating amongst other notable accomplishments. I have a continued record of receiving Ex. 6 Personal Privacy (PP) performance appraisals, have the capability and work habits to work independently, consistently meet deadlines, have strong planning and organizational skills, have excellent communication with my management, coworkers and regulated entities and have effective time management skills.

My relocation offers the Agency sustained enforcement presence in the Western portion of our region as well as being located closer to my major enforcement cases, in turn reducing my previous travel from Philadelphia. Additionally, there is a reduction of travel to the Western portion of the region for my colleagues located in the Philadelphia office by at least one person per inspection, providing a significant cost-savings to the Agency. My proposal also provides a cost-savings to the Agency as my compensation will not change. I do not anticipate the need to travel to the Regional office, but if needed, I have provided an itemized cost allocation for this. Additionally, according to Global Workplace Analytics, “full time telecommunicating can save companies between \$20,000-\$37,000 per employee/year.” (Please refer to my attached spreadsheet which includes a summary of the overall cost savings to the Agency.) Lastly, working remotely provides a continued benefit to the protection of environmental quality by eliminating a commute to the office thus reducing my personal carbon footprint. I have been very successful and have demonstrated efficiency in my remote capacity over the past two years. Working remotely has not inhibited my performance in any manner and has provided me with the ability to take on additional roles while continuing to meet the objectives of the Agency. Thank you for your consideration.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Catherine McCool	Job Title & Grade: Senior Paralegal Specialist, GS 13
AAship/Region and Division: Region 3 Office of Regional Council	Address of Official Agency Worksite: 1650 Arch Street, Philadelphia, PA 19103
Employee's Work Phone: 215-814-2670	Employee's Work E-mail Address: mccoool.catherine@epa.gov
First-line Supervisor: Sheila Briggs-Steuteville	First-line Supervisor's Work Phone: 215-814-2468
Proposed Start Date: 3/1/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code):	
<div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>7/18/2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I am a Lead Paralegal Specialist in ORC. My work is paperless and can be done 100% electronically and can therefore be

Approval/Disapproval (attach documentation):

- ☐ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: CATHERINE MCCOOL	Digitally signed by CATHERINE MCCOOL Date: 2022.01.25 17:12:12 -05'00'	Date: 1/25/2022
Supervisor's Signature: SHEILA BRIGGS-STEUTEVILLE	Digitally signed by SHEILA BRIGGS-STEUTEVILLE Date: 2022.01.31 11:40:12 -05'00'	Date: 1/31/2022
AA/RA (or designee) Signature:		Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Jeannine Graff	Job Title & Grade: Government Information Specialist GS-12
AAship/Region and Division: Region 3 Office of Regional Counsel	Address of Official Agency Worksite: 1650 Arch Street, Philadelphia, PA 19103
Employee's Work Phone: 215-814-5106	Employee's Work E-mail Address: graff.jeannine@epa.gov
First-line Supervisor: Michael D'Andrea	First-line Supervisor's Work Phone: 215-814-5615
Proposed Start Date: April 10, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>July 16, 2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

As a Government Information Specialist in the FOIA Branch, I serve as a FOIA Project Manager processing FOIA requests and a Search Point of Contact (SPOC) for Region 3 for eDiscovery Division (EDD) centralized email searches for FOIA requests and an alternate SPOC for Discovery requests. Incoming FOIA requests are assigned via the FOIAonline system. I am responsible for identifying subject matter experts (SME) and guiding them through the FOIA process. This includes working with the SME(s) to identify potentially responsive records, assisting in the review of these records, including redaction (via Adobe Pro & Relativity) and, coordinating a supervisory and attorney review of these records, uploading all responsive records to the FOIAonline system, and completing all administrative documentation. All these duties are performed electronically. Documentation includes an approval checklist, cost worksheet, and any letters or other email correspondence necessary throughout the life of the request. All documentation is in electronic form. I also communicate on a continuing basis with the requester via email or phone re: clarification and request status. I am a Super User in Relativity, the system used for the review of electronic records, emails and attachments when these types of

Approval/Disapproval (attach documentation):

☐
☐

Approved

Disapproved (cite reason(s) below)

Employee's Signature:

JEANNINE GRAFF

Digitally signed by JEANNINE
GRAFF
Date: 2022.03.10 17:36:02 -05'00'

Date:

Supervisor's Signature:

MICHAEL
D'ANDREA

Digitally signed by MICHAEL
D'ANDREA
Date: 2022.03.11 10:29:11 -05'00'

Date:

AA/RA (or designee) Signature:

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Job duties

- Perform routine administrative baseline monitoring activities for 60 grants
- Review 30 or more new grant applications applying analytical and evaluative techniques to the identification, consideration, and resolution of issues or problems
- Routinely prepare grant awards and amendments and resolve routine issues that may arise.
- Routinely review Funding recommendations, Commitment notices and change request received from PO to process grant awards accurately
- Conduct quarterly PO/GS meetings (P&G roundtable). In preparation for these meetings, I create PowerPoint presentations of various topics. I contact other divisions to participate and present at the meetings to provide PO/GS information and updates as it pertains to grants, NGGS, e-grant file, fraud awareness, Funding recommendations, awards, grant descriptions, QMPs
- Conduct quarterly Sr. PO/GS meeting to receive feedback on P&G roundtable and topics for future meetings.
- Train and mentor newer grant specialist via technology (teams, text messages, Facetime). On grant reviews, checklist, who to contact if the grant has a problem and other grant specialist job duties.
- Have routine check-in meetings with non-senior grant specialist to see how they are doing with their grant workload and home/work balance
- Welcoming new grants specialist to EPA, answering questions they have with EPA guidelines as a new person, entering your time, requesting time off.
- Serve as a continuous source of support to non-senior grant specialist if they have issues with grant applications, checklist, work plans, budget, grantee and project officers.
- Assist non-senior grant specialist with guidance on questions they may have concerning grants or other topics
- Provide grant guidance to non-senior Grant specialist. Questions regarding grant awards, closeouts, reviewing new grant applications, administrative conditions, checklist (the workplan, budgets, 4700-4)
- serve as Grants Office records team contact person. Attend records meetings. Go to the office as needed to prepare file room for the move.

- Communicate with PO via email/phone with questions or problems that arise on grant applications, incremental or supplemental actions. These issues could be incorrect budget and/or missing documents to proceed with the grant process.
- Provide guidance on grant procedures to project officers.
- If a funding recommendation is incorrect provide the PO with the return to sender sheet via email and communicate the reason why the grant is being returned.
- When needed serve as Acting GMO. In this capacity I have reviewed and approved grant awards. In the past I have reviewed 2-15 grants in a day. Coordinate with SEE employee grant that need approvals.
- Communicate daily with SEE employee on grants that must be awarded and issues that have come up in her red pen review of the grant. Provide solutions to those issues or if it should be elevated to the GMO.
- Use the e-grant file to file my grant work i.e. applications documents, amendment documents, correspondence
- Request time off and input time on PPL
- Communicate with GMO supervisor via teams/email about training of new hires or issues brought to me by other Grant Specialist.
- Have bi-monthly check-in meetings with GMO and Branch chief as needed to talk about work/life balance
- Have meetings with GMO to discuss my agenda items for the Sr. PO/GS meetings and the P&G roundtable
- Attend meetings (when needed) for Branch Chief or GMO if they are not available to attend the meeting
- Frequently send email messages to the Region 3 grant and po community with grant updates and reminders.
- Attend weekly Grants specialist meetings
- Attend bi-weekly Sr. Grants Specialist meetings
- Serve as the State Revolving fund (SRF) primary contact for grants. Train new grant specialist on the SRF program. Complete grant annual review questions for the SRF program.

From: [R3_RemoteWork](#)
To: [R3_RemoteWork](#)
Subject: FW: Approval for Remote Work - Laufenberg
Date: Wednesday, February 15, 2023 2:11:48 PM
Attachments: [image004.png](#)
[image005.png](#)
[image007.png](#)

Thank you,
Lu

From: Esher, Diana <Esher.Diana@epa.gov>
Sent: Tuesday, October 25, 2022 9:54 AM
To: Hall, Kristen <hall.kristen@epa.gov>
Cc: Melvin, Karen <Melvin.Karen@epa.gov>; Armstrong, Joan <Armstrong.Joan@epa.gov>; Schuman, Kevin <schuman.kevin@epa.gov>; Ford, Lucretia <Ford.Lucretia@epa.gov>; Waters, Anthony <Waters.Anthony@epa.gov>
Subject: Approval for Remote Work

I have carefully reviewed the remote work application for Kim Laufenberg and the information provided by you, as the supervisor, regarding the applicable criteria.

Managers within the Enforcement and Compliance Assurance Division (ECAD) have confirmed that Ms. Laufenberg has unique expertise, and knowledge in handling the full range of Clean Air Act work activities in ECAD, including inspections, compliance assurance support, and enforcement actions, which are vital to the division.

Based on the AFGE Remote Work Article for bargaining unit employees, I approve this request. Per the EPA Order 3110.32, individual remote work agreements must be renewed every 12 months.

Please be on the look out for further instructions from Lucretia Ford on how to proceed with this approval. You may let your employee know that it's been approved and moving through the final process.

Diana

Diana Esher
Deputy Regional Administrator
US EPA Mid-Atlantic Region
Phone 215-814-2706
Email esher.diana@epa.gov



Attachment 1

Job Duty Chart

Job Duty Description	How Work is Received	How Work is Performed
FOIA Project Manager	Via the FOIAonline platform; FOIA requesters submit requests on the website. These requests are received at the National FOIA Office, then sent to the Region. The FOIA Officer assigns the request are made in FOIAonline.	Assigned FOIA requests are sent by the FOIA Project Manager via email to the Division for Subject Matter Expert (SME) assignment. SME is responsible for identifying and collecting potentially responsive records. Project Manager is responsible for requester communication via email or phone; document redaction via Adobe Pro or Relativity; document saving on the L: Drive, Excel or pdf document upload to FOIAonline; and administrative Excel cost spreadsheet creation; pdf approval checklist completion; and drafting of all necessary letters in Word to be signed digitally using Adobe. Project Manager also answers any questions regarding the request or the response process. All issues are resolved via phone, email, or Microsoft TEAMS.
Relativity SuperUser & Search Point of Contact (SPOC)	Via HQ's eDiscovery Division SharePoint site & Relativity platform; requests for all email searches are submitted via SharePoint; email/attachment review is completed in the Relativity software system	Email search requests are submitted to the eDiscovery Division via a SharePoint form. Emails are then exchanged as the workspace is created. The workspace resides in the Relativity system. Once workspace is created, it is then perfected in Relativity using superuser tools. SPOC provides training to reviewers and oversees 1 st level review, 2 nd level review and attorney review, which are all performed in Relativity. Production of records to be released is requested via pdf form and documents are received in pdf format for saving/uploading to FOIAonline. Finally, any questions regarding the workspace are resolved via phone, email, or Microsoft TEAMS.
Continuous Improvement Champion	Via the R3 CI Microsoft Teams site, emails and Teams meetings	Monthly reporting and Teams meeting attendance is required. All documents that require updates are electronic and housed in MS Teams. Newsletter is created using MS Publisher and disseminated to the Region via R3InTheKnow. All responsibilities are accomplished/performed via email, phone, or Microsoft TEAMS.

My duties are oversight of projects through the RCRA corrective action process in accordance with policy and regulations. The review of reports and work plans are also a major part of my role. Where necessary, I submit comments for review to technical experts, management and/or ORC. For a few of the facilities, I seek technical and oversight support from the USACE, track and review their bills. I maintain charts to track progress at each of the facilities I manage. I also coordinate and schedule meetings to discuss comments and progress internally and externally. I maintain organized electronic folders for each project on my hard drive and on the One Drive cloud. I additionally provide technical support for GIS.

I participate in virtual meetings and review email messages. Communications are documented by saving messages and maintaining meeting notes and logs. All deliverables and communications are conducted electronically as we attempt to save paper. Communications with coworkers and supervisors are conducted electronically and by phone. I document my work hours, maintain and review my calendar to make note of any upcoming meetings each day.

My work is performed remotely having a laptop, a phone and the Internet. I may need to go into the office on occasion, for example for a meeting, training, or to retrieve files that I've requested from archives. Overall, the work I do is independent of location. When I work remotely, my productivity, efficiency and effectiveness are not compromised. I have ample space and lighting with a dedicated office room for work. I am not distracted by coworkers or other conversations which allows me to be more productive carrying out the same duties as I would if I were working in the office.

During the past two years teleworking, I have been able to meet each of the critical elements and standards listed in my Performance Appraisal and Recognition System (PARS) performance appraisal with at least a Ex. 6 Personal Privacy (PP) rating.

Project management, program management and partnership/communication measures are attainable as a remote worker. Some focus areas include issuing remedy decisions (project management), publishing GIS maps (program management), and conducting long-term stewardship assessments (partnership and communication). I believe each of these duties are able to be accomplished effectively from a remote work location. Also, each of the RCRA Corrective Action facilities I am assigned to are in the vicinity, or closer to my requested Remote Work Location as compared to the Locality Area and Official Agency worksite.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Howard Schmidt	Job Title & Grade: Environmental Scientist GS-13 Step 10
AAship/Region and Division: 3AD40	Address of Official Agency Worksite: 1650 Arch St. Philadelphia, PA 19103
Employee's Work Phone: 215-814-2133	Employee's Work E-mail Address: schmidt.howard@epa.gov
First-line Supervisor: Alice Chow	First-line Supervisor's Work Phone: 215-814-2144
Proposed Start Date: 3/27/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px solid black; padding: 5px; text-align: center;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px solid black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>7/19/2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

My work duties as an employee for EPA R3 can be found in the attached document. My remote work location would be my current home and the change in duty station would in no way negatively impact my ability to assist EPA in its mission and operational goals. All of my technical work will continue to seamlessly be produced and delivered. My communication and response times with co-workers and supervisors will be dependable. I will provide the same high-quality level of service as I have for the past 13 1/2 years. Technologically, I have recently received a new laptop, my house has reliable 1Gb high-speed Internet and I have personally upgraded all computer peripherals (monitor, keyboard, mouse, printer). These tools will form the reliable connection between remote workplace, co-workers and office. Any regional field work, including state & local monitoring site approvals, technical systems audits and meetings would still be attended in the normal manner. Duties requiring travel are very infrequent including a biennial National Monitoring Conference, one regional technical systems audit per year and perhaps two ad-hoc requests per year from state/local agencies for in-person consultations or field work. The total estimate of travel would be three or four outings per year.

Approval/Disapproval (attach documentation):

☐
☐

Approved

Disapproved (cite reason(s) below)

Employee's Signature: HOWARD SCHMIDT	Digitally signed by HOWARD SCHMIDT Date: 2022.02.14 14:06:52 -05'00'	Date: 02-15-2022
Supervisor's Signature: ALICE CHOW	Digitally signed by ALICE CHOW Date: 2022.02.17 07:45:15 -05'00'	Date: 2/17/2022
AA/RA (or designee) Signature:		Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Although my official title is Physical Scientist/Chemist, for the past eight years, I have served as the Regional Contract Laboratory Program Manager. And since January 2, 2021, I have assumed the full responsibilities and duties as the Regional Sample Control Coordinator, due to a retirement. My job duties require me to receive and process requests for analytical services, track and coordinate sample shipments, approve invoices for analytical services performed by contract laboratories and resolve all sample shipment and laboratory- related issues. All duties described, in addition to others require communication through email and an occasional Microsoft Teams meeting with clients and laboratories in other states as well as the Region 3 laboratory. I have a high-speed and secure Fios Internet connection that allows me to accomplish 100% of my work-related duties without interruption. The first year of the pandemic, I received a monetary award and paid time off for successfully accomplishing 100% of my duties from my remote work location. I have received Ex. 6 Personal Privacy (PP) PARS reviews since my employment with the agency which began in 2011 and received exceeds expectations, in some categories, before and during the pandemic. I am able to work, from my remote work location, more effectively and efficiently because I live alone and do not have any distractions. I have never worked as a laboratory Chemist, for the agency, and have, since my employment in 2011, held positions that can be fully accomplished from any location where I have a secure and reliable Internet connection. The only time I was required to go to the office, since the pandemic, was to exchange my laptop for a newer model. Since I do not have the distractions, at my remote work location that I had at the office, I am able to accomplish more work and am far more efficient . As an example, I was able to accept a collateral duty assignment as an EEO Counselor, a task I would never have been able to accept while working in the office.

**Addendum to Explanation Section of Thomas A. Cinti's Remote Work
Application—
Submitted 1/20/22 (Revised 3/21/22)**

I am a senior attorney with over 25 years of service at EPA/ORC. As discussed in detail below, I meet all the requirements for remote work. Granting my application for remote work “will not diminish the Agency’s ability to accomplish its mission and meet its operational goals.” I work independently and do not require close personal supervision over my day-to-day tasks. In fact, I serve as the Regional Lead or Regional Expert in several areas including: Regional Lead Counsel for Land Revitalization (and Regional representative on the National Committee as well as ORC’s representative on the Region’s “Land Revitalization Action Team”), Regional Bankruptcy Expert (and Regional representative on the National Bankruptcy Workgroup), and Regional State Superfund Contract (“SSC”) Expert. I also serve on both the Regional and ORC EJ Workgroups, and I have for many years effectively handled these tasks remotely.

1. Duties

My duties are as follows:

a. Provide Timely and Sound Legal Counsel

My specific duties under this element are as follows: counsel program clients and ORC attorneys on all areas of CERCLA law (with specific emphasis on State Superfund Contracts and Brownfields/Reuse) and all areas of bankruptcy law and EJ issues, draft letters, memoranda and other documents in support of same, such as SSCs, AOCs, Comfort Letters, PPAs, easements and UECA covenants, for and on behalf of SEMD; review and comment on SEMD documents, including RI/FS reports, RODs, Proposed Plans and Five Year Reviews; review and comment on ARARs; ICs, financial assurance instruments and other legal requirements; update various dockets on applicable databases; participate in monthly National Cleanup Liability and Reuse Teams meetings and the Bankruptcy National Workgroup monthly Teams meetings, as well regular ORC and Regional EJ Teams meetings; providing input/comment to HQ on national policy issues related to Brownfields/Reuse issues, Bankruptcy policy, and EJ issues.

All of this work is completely portable and can be done just as effectively from my RWL, as demonstrated by the seamless performance of my work during the pandemic. Virtually all of the counseling I provide to HQ and DOJ has been done remotely for years, and it’s irrelevant whether I access a Teams meeting from my office or from my RWL. Likewise, much of my day-to-day counseling of my program clients has always been conducted remotely. Many of my clients are regularly in the field, and meeting remotely is the only option. Teams meetings have proved an effective alternative to face-to-face meetings or conference calls. As for the drafting and review of documents, we no longer circulate paper copies with handwritten comments. All of my document reviews are now done via electronic documents, often times on a shared platform like Teams to enhance collaboration. Thus, all of my counsel duties can be performed at my RWL with equal, if not superior, efficiency than can be done in the office.

b. Handles Judicial and Administrative Litigation on Behalf of the EPA

My specific duties under this element are as follows: draft letters, legal briefs, pleadings, proofs of claims, memoranda and other documents, such as Consent Decrees and stipulations for and on behalf of my program clients; participate as team member and/or co-lead attorney with DOJ and HQ in civil litigation, including cost recovery cases and bankruptcy matters. Lead negotiator on cost recovery and bankruptcy settlements and provide counseling to Regional program clients, HQ and DOJ on negotiation strategies and tactics.

All of this work is completely portable and can be done just as effectively from my RWL, as demonstrated by the seamless performance of my work during the pandemic. Moreover, for years now the Federal Courts had been moving toward paperless litigation, and COVID only accelerated these efforts. In the kind of complex litigation that I handle, parties no longer sort through reams of paper documents. Instead, documents are digitized and stored in the cloud. These documents can be reviewed with equal efficiency in the office or my RWL. Likewise, during litigation, the bulk of my communications are with HQ or DOJ. These communications have always been done remotely, and it's irrelevant whether the Teams meeting I have with DOJ or HQ originates from my office or from my RWL. Even with my program clients in the Region, a significant portion of my day-to-day interaction with them occurs via Teams because many of my clients are regularly in the field or teleworking. Finally, given the cost of travel, and the number of parties involved in complex litigation, it is rare these days for opposing counsel to all travel to a central location to negotiate settlement terms. Instead, most large settlement conferences these days are conducted remotely. As way of illustration, in the last two years I have litigated two highly complex and highly contested matters almost completely remotely (*In re: PES* and *In re: Exide*) and was able to seamlessly and successfully litigate these cases from my RWL. Furthermore, in the 4 years leading up to the COVID lockdown (2016 to 2020), I only had three litigation meetings in the office, less than once per year. The remainder of the negotiations were conducted remotely. As for drafting and reviewing litigation documents, just as is the case with my counseling documents, all of my document drafting and reviews are now done electronically, often times on a shared platform like Teams to enhance collaboration. Thus, all of my litigation duties can be performed at my RWL with equal, if not superior, efficiency than can be done in the office.

c. Establishes and Maintains Effective Relationship in Support of Agency Mission

As discussed in detail in sections 1.a. and 1.b. above, the nature of my duties is such that I have always regularly maintained effective relationships with my program clients, HQ, DOJ and state counterparts. Other than those program clients that exist in the Region, I have always successfully managed to maintain these relationships without meeting face-to-face in the office. I reviewed my meetings for the last 4 years prior to COVID (2016 to 2020), and I did not have a single meeting with a HQ or DOJ counterpart in my office. All contact was either by phone or Teams meeting or, on rare occasions, I traveled to Washington, D.C. to meet with them. Likewise, most of my state counterparts do not have the funds to travel to Philadelphia to meet. I reviewed my meetings for the last 4 years prior to COVID (2016 to 2020), and I only had two meetings with my state counterparts in my office. Finally, while I am more likely to meet with my Regional program client in the office, given that many of my clients are in the field or

teleworking, virtually all of those meetings were successfully run as hybrid meetings (some people appearing in person and some on Teams or the phone). Thus, as demonstrated by my pre-COVID experience, I can and have maintained effective relationships both from my RWL and in the office.

d. Demonstrates Adaptability and Initiative in Completing Assignments

The nature of my duties is such that I often work on time-sensitive projects. In over 25 years, I have never missed a deadline or failed to complete an assignment in a timely fashion; however, this has never been the result of my being physically present in the office. As discussed in detail in sections 1.a. and 1.b. above, all of my work is completely portable and can be done just as effectively from my RWL as in the office. I work collaboratively with my program clients, ORC, HQ, DOJ and my state counterparts via the computer or phone, and I receive and transmit documents electronically. I also attend meetings effectively via Teams with no face-to-face contact required. I have virtually no paper files remaining after the move; therefore, whether in the office or at my RWL, I communicate and collaborate via phone, the computer/email and relevant software, including Outlook, Teams, Adobe, Excel, Word, OneDrive and SharePoint, and other tools. My program clients and I effectively communicate and collaborate with no need to meet in-person, as proven by the fact that for many years prior to the pandemic I worked remotely approximately 50% of the time and many of my program clients were, and will in the future be, in the field or working from alternate work locations much of the time. I have no required routine in-person duties, and I work well independently and do not require face-to-face management support. Thus, as demonstrated by my pre-COVID experience, I can and have effectively completed all of my assignments in a timely fashion with equal facility from the office and from my RWL.

2. All of My Duties Can and Are Effectively Performed at my RWL

As documented above with specificity in connection with each of my duties, all of my duties can be effectively performed at my RWL. Virtually all of the counseling I provide to HQ and DOJ has been done remotely for years, and it's irrelevant whether I access a Teams meeting from my office or from my RWL. Likewise, much of my day-to-day counseling of my program clients has always been conducted remotely. Many of my clients are regularly in the field, and meeting remotely is the only option. Teams meetings have proved an effective alternative to face-to-face meetings or conference calls.

Likewise, in the kind of complex litigation that I handle, paper documents are no longer produced. Instead, documents are digitized and stored in the cloud. These documents can be reviewed with equal efficiency in the office or my RWL. Furthermore, during litigation, the bulk of my communications are with HQ or DOJ. These communications have always been done remotely, and I can access Teams with equal effectiveness from my office or from my RWL.

Even though my practice involves a fair amount of negotiations, negotiating is now done with equal effectiveness on a remote basis. Even prior to COVID, as the technology improved, negotiations began to be conducted remotely on a regular basis. Clients refused to pay their attorneys' time and travel to meet in person for a two hour meeting. Similarly, my state

counterparts cannot justify the cost to travel for in-person meetings. I reviewed my schedule, and in the 4 years prior to COVID (2016 to 2020) I only had three litigation meetings and two meetings with my state counterparts in the Philadelphia office. All of my other negotiation meetings were conducted remotely or on travel, which can be done with equal effectiveness from the office or my RWL.

As for the drafting and review of documents, we no longer circulate paper copies with handwritten comments. All of my document reviews are now done via electronic documents, often times on a shared platform like Teams to enhance collaboration. Thus, all of my duties can be performed at my RWL with equal, if not superior, efficiency than can be done in the office.

3. Approving this Request Will Not Diminish EPA's Ability to Accomplish Its Mission or Meet Its Goals

Thus, in light of all the foregoing, it is evident that the granting of this request for remote work will not diminish in any way EPA's ability to accomplish its mission and/or meet its operational goals. Moreover, there is little or no expense to the Agency for my remote work since my RWL is in the LCA, and the Agency will save funds by not providing me a transit subsidy or dedicated office space. As demonstrated by the number of "in-office" negotiation meetings that I had in the 4 years prior to COVID, it may be expected that I would have to be physically present in the office on average once a year. I live in the LCA, and the cost to have me travel into the office once per year is minimal (less than \$10) and dwarfed by the savings to the Agency by: (1) avoiding the overhead of having me present in the office (energy usage, water usage, etc.), (2) avoiding the cost of my transit subsidy; and (3) avoiding the wear and tear on Agency equipment (office furniture, etc.). In short, granting this request will not diminish, but rather enhance, EPA's ability to accomplish its mission and meet its goals.

See 4-page attachment for list of duties with specifics of the work itself in addition to a detailed response to the following:

- How all my duties can be effectively performed remotely
- How approval of this request will not diminish the agency's ability to accomplish its mission and meet its operational goals.
- Also, if you have any regular meetings that you are expected to attend in person or you have to access hard copy files or collect mail in person , then please also account for the frequency and estimated cost to travel into the office for those situations.
- Also, project how often expect to come into the office and estimate the cost. Remote employees do not get a transit subsidy but their travel into the office is considered travel.

A hundred percent (100%) of my work is portable which allows me to perform my duties as effectively from the RWL as from the Official Agency worksite. All of my duties are performed by utilizing electronic systems, e.g., Microsoft Teams, PeoplePlus, Outlook, grant e-file system, Next Generation Grants System (NGGS), Compass Data Warehouse (CDW). I utilize EC500 so all incoming calls go directly to the RWL. Communications and meetings with my customer base and stakeholders are conducted virtually thru Teams meetings and/or calls and Outlook emails. I work independently and discuss my workload frequently with my supervisor. I anticipate and stay informed of any deadlines, requests for information, issues or concerns that may impact my customer base and stakeholders and inform management when necessary. Thus, approval of this request to perform my duties from the RWL will not diminish the Agency's ability to accomplish its mission and meet its operational goals.

See attachment for list of the duties I perform as senior grants project officer.

Janet E. Sharke, Attachment A, Narrative Explanation
Appendix D, EPA-AFGE Remote Work Application/Agreement

“Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency’s ability to accomplish its mission and meet its operational goals.”

As a senior attorney with more than 32 years at EPA Region 3, I meet all the requirements for remote work - which will not: impede my work; require any reassignments of my duties; present any foreseen disruption in communications or require additional technology. My decades of work-related accomplishments demonstrate my ability to manage numerous and diverse assignments independently without the need for close supervision. I have a demonstrated track record of fully and successfully accomplishing my assigned duties without close supervision (in-person or otherwise). This record includes my proven ability to work successfully both as a full-time remote workplace employee since March 2020 and as a telework employee (two days per week) for many years prior to March 2020.

Since April 2019, as a counseling attorney in ORC’s newly-formed Media Programs Counseling Branch, my specific duties have included the following general tasks related to providing legal counsel primarily to the Land, Chemicals and Redevelopment Division in FIFRA, RCRA, and TSCA matters and to ORC (attorneys and FOIA branch) and OGC in FOIA matters. Prior to April 2019, as an enforcement attorney in ORC, my specific duties included the following general tasks related to providing legal counsel to various enforcement managers and staff (including OECEJ during a two-year detail) in CAA, CWA, FIFRA, OPA, RCRA, and TSCA multi- and single-media matters and FOIA matters for OGC. Those specific duties entailed supporting the Agency’s mission and program implementation by:

- Researching legal questions relating to statutes, regulations, executive orders, caselaw, policy, and guidance for enforcement and/or counseling matters in administrative or judicial actions or any other issue affecting Agency programs, as assigned;
- Preparing legal documentation, including drafting Agency determinations, proposed regulations and Federal Register notices, as assigned;
- Providing legal advice, and developing policy recommendations, as appropriate, to regional enforcement and/or counseling clients and ORC management, as assigned;
- Handling administrative and/or judicial litigation, in connection with matters arising under federal environmental statutes and FOIA, as assigned;
- Representing the region, collaborating with and providing feedback to national work groups under RCRA, FIFRA and TSCA to stay current with environmental law and regulatory issues of national importance, as assigned.

The work required to complete the above job-related duties is completely portable and can be done just as effectively from my RWL, as demonstrated by the seamless performance of my work since March 2020 and as a teleworker prior to March 2020. If my application is approved, I will be able to carry out the duties described above as effectively from a remote work location as from the official Agency work location and continue to support program implementation (such as LCRD state program approvals), FOIA matters (for ORC and OGC) and for other clients on other matters yet to be assigned.

Regardless of work location, for years I have conducted legal research electronically through EPA's desktop library, Westlaw, Hein Online, and Federal Register databases. Legal documentation can be and is prepared, shared, reviewed, concurred, and signed electronically via Sharepoint, OneDrive or other means requiring no paper documents or "wet-ink" signatures. As a remote teleworker, for years prior to the pandemic I communicated and collaborated effectively with others via teleconference. Since March 2020, I have become adept at using Microsoft Teams, Zoom, WebX and other electronic meeting platforms to communicate/collaborate with EPA staff and management (at R3, HQ and other regions), DOJ and state counterparts and outside parties. Such virtual tools have also allowed me to attend and timely complete work-related training, including EPA mandatory training, continuing legal education courses (given by ORC and others), DOJ FOIA seminars, and the Philadelphia FEB's 2022 multi-day mediation training. I have also attended numerous R3 and ORC all-hands meetings, branch and individual docket meetings as well as weekly client huddles via Teams. I have provided legal advice, handled litigation (including e-filing with Office of ALJs), and represented the region via Teams meetings/calls or other electronic means since well prior to March 2020. My availability and responsiveness to my program clients will not change because of my work location. Finally, I have no required in-person meetings but can easily arrange to attend any such meetings as requested by clients or management, since my RWL is in the local commuting area.

For the reasons set forth above, approving this application for remote work will not diminish in any way the Agency's ability to accomplish its mission and meet its operational goals. Rather, the reduced potential exposure to COVID 19, the lack of distractions/interruptions at my RWL (aka "empty nest"), improved work-life balance, and proficiency with EPA's remote work tools will render me an even more productive and effective employee while continuing to use my skills and knowledge to fulfill EPA's mission and meet its operational goals.

Thank you for your consideration of this remote work application.



Appendix A – EPA Remote Work Agreement

Employee's Name: Anne Gilley-Taurino	Job Title, Pay Plan, Series & Grade: Program Analyst, GS/0343-13
Office/Region and Division: R3, ECAD	Address of Regular Office or Worksite: 1650 Arch Street, Philadelphia, PA 19103
Employee's Work Phone: 215-814-3293	Employee's Work Email Address: gilley.anne@epa.gov
Supervisor's Name: Joan Armstrong	Supervisor's Work Phone & Email Address: 215-814-3155, armstrong.joan@epa.gov
Proposed Start Date: Upon approval of application	Proposed End Date (for DETO): N/A
Address of Remote Work Location (including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Commuting Area of Regular Office or Worksite: <input checked="" type="radio"/> Yes <input type="radio"/> No (Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)	
Domestic Employee Teleworking Overseas Arrangement (DETO): <input type="radio"/> Yes <input checked="" type="radio"/> No	
Request: Select one: <input checked="" type="radio"/> New Request <input type="radio"/> Request for Modification to Existing Agreement	
Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. I have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.	
Approval/Disapproval (attach documentation): <input type="radio"/> Approved <input type="radio"/> Disapproved (cite reason(s) below)	
Employee's Signature: ANNE GILLEY-TAURINO	Digitally signed by ANNE GILLEY-TAURINO Date: 2022.05.04 08:42:01 -04'00'
Supervisor's Signature: JOAN ARMSTRONG	Digitally signed by JOAN ARMSTRONG Date: 2022.05.09 17:27:59 -04'00'
AA/RA (or designee) Signature:	
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	



Appendix B – EPA Remote Work Self-Certification Safety Checklist

	Select a Response	Comments
1. Is the space free of asbestos material?	Yes	
2. If NO, is the asbestos undamaged and in good condition?	N/A	
3. Does the space appear to be free of indoor air quality problems?	Yes	
4. Is the workspace free from excess noise?	Yes	
5. Is water available and drinkable in the space?	Yes	
6. Is ventilation adequate?	Yes	
7. Is a bathroom available with hot and cold running water?	Yes	
8. Are there handrails for stairs with more than 3 steps?	Yes	
9. Are circuit breakers/fuses in the electrical panel labeled as to intended service?	Yes	
10. Do circuit breakers clearly indicate if they are opened or closed?	Yes	
11. Is electrical equipment free of recognized hazards that would cause physical harm (for example, frayed wires, bare conductors, loose wires, exposed wires fixed to the ceiling, a rat's nest of plugs in a single outlet and so on)?	Yes	
12. Will the building's electrical system permit the grounding of electrical equipment?	Yes	
13. Are aisles, doorways, and corners free of obstructions to permit visibility and movement?	Yes	
14. Do file cabinets and storage closets open so they do not obstruct walkways?	Yes	
15. Do chairs have stable and secure wheels/casters?	Yes	
16. Are rungs and legs of chairs stable and sturdy?	Yes	
17. Are the phone lines, electrical cords and extension wires safely secured?	Yes	
18. Is the office free of combustible materials?	Yes	
19. Is there adequate electrical lighting to accomplish the work assignments?	Yes	
20. Are floors surfaces clean, dry, and level?	Yes	
21. Are carpets well secured to the floor and free of frayed or worn seams?	Yes	
22. Are there any other known safety issues that should be addressed for this workspace?	No	

This checklist is designed to assess the overall safety of the Remote Work Location and must be completed and given to your supervisor with your Remote Work Agreement. Signing this form does not guarantee that the RWL is hazard free but does verify that the employee has made a reasonably careful inspection for potential hazards. Employees are responsible for informing their supervisors of any changes to their RWL that could impact the health and safety of the employee and others.

Employee Signature ANNE GILLEY-
TAURINO Digitally signed by ANNE
GILLEY-TAURINO
Date: 2022.05.04 08:42:19
-04'00'

Supervisor Signature JOAN
ARMSTRONG Digitally signed by JOAN
ARMSTRONG
Date: 2022.05.09 17:27:34
-04'00'

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Jarmael A. Burman	Job Title & Grade: Physical Scientist/Chemist - GS-13
AAship/Region and Division: Laboratory Services & Applied Science Division/Region 3/	Address of Official Agency Worksite: 701 Mapes Road, Fort Meade, Maryland 20755-5350
Employee's Work Phone: (410) 305-2743	Employee's Work E-mail Address: burman.jarmael@epa.gov
First-line Supervisor: Dorina Alliu	First-line Supervisor's Work Phone: (410) 305-2601
Proposed Start Date: February 1, 2022	If Temporary, Proposed End Date: January 1, 2027

Address of Remote Work Location (Including city, state and zip code):**Ex. 6 Personal Privacy (PP)****Within same Locality Pay Area of Official Agency Worksite:**☒ Yes☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]**Phone Number:**

Ex. 6 Personal Privacy (PP)

Alternate Phone Number (if available):

Ex. 6 Personal Privacy (PP)

Request:Check one: ☒ New Request ☐ Request for Modification to Existing AgreementCheck if for temporary period: ☒ Temporary**Section 2. Employee's Approved Schedule:** Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.**Section 3. Safety Certification****Safety Certification:** The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.**Section 4. Employee Certification and Signature****Employee Certification:** I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.☒ Remote Work Training taken on July 18, 2019 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Although my official title is Physical Scientist/Chemist, for the past eight years, I have served as the Regional Contract Lab

Approval/Disapproval (attach documentation):

- ☐ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: JARMAEL BURMAN	Digitally signed by JARMAEL BURMAN Date: 2022.01.21 09:48:25 -05'00'	Date: January 21, 2022
Supervisor's Signature: Dorina Christina Alliu	Digitally signed by Dorina Christina Alliu Date: 2022.02.11 08:13:43 -05'00'	Date:
AA/RA (or designee) Signature:		Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

I currently have 3 Customized Critical Elements associated with my position. 1. Compliance Monitoring/Enforcement, which includes: maintaining up-to-date knowledge of programmatic area, ensuring organizational goals and priorities are addressed by enforcement and compliance plans and activities, providing compliance assistance to the regulated community, performing compliance review of inspection reports, developing timely and appropriate enforcement documents in response to noncompliance, ensuring enforcement documents are prepared in a thorough, complete and accurate manner, consistent with applicable policies and practices, providing technical support to ORC through case development, negotiation, and litigation activities, using formal and informal systems to monitor progress, follow-through on critical tasks, track results, and evaluate outcomes, keeping all databases and tracking reports up-to-date and accurate, participating in program evaluation activities, as needed, ensuring that upper management, State partners, and other stakeholders are informed (in a timely manner) of program progress, critical or potentially controversial issues, with early warning of potential problem areas ("no surprises"), obtaining and maintaining required training and refresher training necessary to perform inspection duties, ensuring inspections are conducted in accordance with Agency policies, guidance, and procedures, ensuring inspections are conducted and reports completed in a timely manner and are thorough, complete and accurate, and consistent with established protocols and time frames, ensuring inspection reports are completed within 60 days of the inspection date, ensuring inspections are coordinated with others involved in or affected by the program activity or decisions, in accordance with established practices, assisting in providing training to Regional and State inspectors, as needed, and helping develop and implement effective inspection targeting mechanisms to focus inspections in areas consistent with national and regional priorities. As in the last two years, almost all of these tasks will continue to be satisfied using online communication tools such as Teams to meet with colleagues, attorneys, respondents and State contacts, and other tools such as Word, Excel and other programs to compose, share, and edit documents and files. The only difference is that, if the concern regarding COVID continues to lessen, inspections will be shifted from remote to onsite. CCE#2 -- Communication: communicating effectively with internal and external customers in accomplishing the organization's work, conducting interactions with others in a manner that reflects courtesy, respect, and a willingness to listen, conducting internal and external communications through appropriate channels, consulting individuals or organizations impacted by or involved in matters prior to communicating about them, communicating matters within appropriate scope of authority, writing clearly and concisely, in compliance with establish formats and standards, preparing documents which are grammatically sound and rarely contain errors in spelling, promptly responding to phone, LAN, and voice mail messages. Each of these tasks has been performed without issues for the past two years using tools such as Teams and EC-500, and will continue to be managed in the same way. CCE#3: Teamwork: To contribute individual talents and energies toward achieving team goals and objectives, conducting interactions with others in a manner that reflects courtesy, respect, and a willingness to listen, demonstrating an ability to work cooperatively in a team environment, actively participating in team activities, contributing to the collaborative process by sharing information and actively listening to others, showing respect for differing viewpoints and provides feedback in a constructive manner, working to resolve disagreements by focusing on the issue rather than the person, demonstrating flexibility and cooperation in adapting to changes in priorities and procedures, demonstrating an ability to cultivate and nurture productive working relationships with staff, State staff, Regional Counsel, other Divisions, and Headquarters, collaborating with counterparts at State/local/HQ as applicable to contribute to larger program objectives. Just as with the last CCE, these tasks have been fully satisfied using the online/phone tools

at our disposal, including Teams and EC-500, and will continue to be satisfied in the same way under Remote Work.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Benjamin M. Cohan	Job Title & Grade: Sr. Regional Counsel, GS-14
AAship/Region and Division: Region 3	Address of Official Agency Worksite: 1600 JFK Boulevard Phila PA 19103-2029
Employee's Work Phone: 215-814-2618	Employee's Work E-mail Address: cohan.benjamin@epa.gov
First-line Supervisor: Sheila Briggs-Steuteville	First-line Supervisor's Work Phone: 215-814-2468
Proposed Start Date: 8/29/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>date of telework</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I am a senior attorney with over 30 years of multi-media legal service to EPA and ORC. I meet all of the requirements for remote work as evinced by my existing Flexiplace Agreement which provides that I am to work 4 days remotely, and one day in the office. In fact, I have been working 100% remotely since March 10, 2020 (as a result of the office-wide Covid policies providing for remote work), and I have thus far received **Ex. 6 Personal Privacy (PP)** performance reviews during these 2+ years in full remote status. In fact, I have successfully handled complex administrative litigation (e.g. AME) in addition to negotiating and resolving major superfund settlements (e.g. DS&G RA CD). Thus, I can and have performed all of my duties more than effectively because I have in fact done so since March of 2020. Therefore, officially granting my application for remote work "will not diminish the agency's ability to accomplish its mission and meet its operational goals." For the past 2+ years, I have demonstrated that I work independently and do not require close supervision over my day to day tasks. And to the extent that I do need management input, I have found that Teams, email etc. are effective and efficient means of accomplishing my work, as evinced by my effective use of this technology over the past several years. Therefore, as evinced by my 2+ year track record in remote status, and given the fact that I

Approval/Disapproval (attach documentation):

- ☐ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: BENJAMIN COHAN	Digitally signed by BENJAMIN COHAN Date: 2022.08.14 19:21:34 -04'00'	Date: 8.14.22
Supervisor's Signature: SHEILA BRIGGS-STEUTEVILLE	Digitally signed by SHEILA BRIGGS-STEUTEVILLE Date: 2022.08.24 07:49:49 -04'00'	Date:
AA/RA (or designee) Signature:		Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Maria Goodine,
2/1/2022

Attachment to Appendix D – EPA-AFGE Remote Work Application/Agreement

“Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency’s ability to accomplish its mission and meet its operational goals:”

I will continue to perform all my duties as effectively and efficiently from my Remote Work Location as from the Official Agency Worksite. All of my work is portable as is evidenced over the last 22 months, since March 2020, when I have successfully performed my duties as an Environmental Protection Specialist (EPS)/Compliance Officer, which include, but is not limited to: researched, reviewed, and evaluated information on PRPs; drafted and completed close-out memorandums; drafted 104(e) letters; scheduled and attended Teams meetings regarding liability of PRPs and other topics and attended conference calls with DOJ to discuss settlement. My duties also include maintaining and updating Region 3’s monthly data submissions to HQ’s CERCLA RCRA CA Case Information Spreadsheet (CCIS) docket.

From March 2021, until June 2021, I trained to be a Cost Documentation Specialist. In addition, from September 2021 until December 2021, I trained to be Region 3’s Special Accounts Manager. My training was done completely by virtual instruction.

These positions require use of One Drive, SharePoint, Excel Spreadsheets, Financial Systems (i.e., SCORPIOS and Compass), SPIDER, Microsoft Word, and Teams. Technology in my home office is fully functional and therefore there will be no foreseen disruption to communication with internal or external clients and/or customers.

I perform the following job duties as a **Cost Documentation Specialist**:

Preparation and Review of Superfund Cost Package Reports (CRPs): Initial CRPs are generated by Region 3’s Office of the Comptroller. I locate (in SEMS or in SCORPIOS) and review site settlement agreement(s), contracts, and invoice information; and conduct an oversight or future response bill meeting with the site attorney, RPM and/or OSC to discuss and evaluate whether site charges are allowable per the settlement agreement. During the meeting, I annotate appropriateness of site charges and contractor costs. After the oversight/future response bill meeting, I follow up with staff and provide comments to Finance. Once Finance has commented, I concur on draft bill. Once finalized, I submit the bill to the CERCLA Records Center for inclusion in the Superfund Enterprise Management System (SEMS).

Preparation of CRPs in support of CERCLA Enforcement Actions (e.g., Demand Letters; Referrals; Pre-Referral Negotiation Reports; Past Costs Settlement Negotiation, etc.):

These involve coordination with the site attorney, RPM and/or OSC, to identify which site charges and contractor costs can be claimed and ensure that all necessary documentation to support individual costs (contractor invoices, task orders, progress reports, etc.) exist to justify the charges. I edit the CRP to include the appropriate charges and create a new CRP for any charges that are not included. I conduct a second meeting with the site attorney, RPM and/or

OSC to finalize the charges. I submit the annotated version of the CRP to Finance. If it's for a Demand Letter, the finalized Demand is then forwarded to Cincinnati Finance Center (CFC). If in support of enforcement actions, I provide final CRP to site team for use in given action.

Review and Release of Superfund costs “backup” documentation to support EPA's oversight or future response costs bills involves compiling the site's monthly progress reports (MPRs) by first searching SCORPIOS for the contractor number, invoice number, date, and amount billed. Then, using the collected information, I conduct a search of SEMS for the MPRs. If the MPRs are not found in SEMS, an email is sent to the Project Officer to obtain them. I notify Finance that the MPRs have been saved on the L drive. Finance then creates a corresponding SPIDER report. The SPIDER report is reviewed by me and the site attorney for Personal Identifying Information (PII), which may require I make redactions to the documents. Once the SPIDER report is finalized, I send the report/documents through EPA's Managed File Transfer Service (EMFTS) to the requesting party.

Special Accounts are site-specific, interest-bearing sub-accounts within the Superfund Trust Fund. The EPA establishes a special account only if there is future work at a site and expects to incur future costs. Funds deposited in a special account are considered a permanent appropriation and may be used by the EPA without further appropriation from Congress. Funds are provided in accordance with the supporting settlement agreement.

I perform the following job duties as **Region 3's Special Accounts Manager**:

I work with Finance to establish special accounts (SA) that should be set up for individuals to charge against. This requires an understanding of the type of work performed at the site (are there operable units?), which site charging code is appropriate to use at a given time (e.g., “BD” for PRP RI/FS activities) and knowledge of the SA balance at a particular site.

I review and evaluate SA collection emails from Finance and confirm or determine into which site the SA collection should be deposited. Communications on these activities occur through email and/or a Teams call with Finance.

I review and evaluate the monthly Regional Report for SA and consider whether a site SA should be closed if account balance is low and EPA work has largely been completed, ensuring that other funding exists for limited remaining site activities (e.g., Five Year Reviews).

I respond to Headquarters SA staff (HQs) as the Region's SA liaison and attend quarterly National SA conference calls held in Teams.

I update SA work planning data for each site in SEMS which is used by HQs to generate SA Mid-Year Review Reports & Questions; and for HQs and Region 3 annual work planning activities.

I respond to HQs site-specific SA Mid-Year Review questions about how the Region plans to utilize SA funding at sites. I work with the RPMs/OSCs to ensure all SA funding is fully planned in SEMS throughout the life of the site cleanup and that no “unplanned” SA monies

remain in SEMS; and that SA funding amounts are properly adjusted in SEMS to reflect monies needed to complete future site work.

On an annual basis, I conduct meetings with the over 100 RPMs (and several OSCs) in SEMD to: determine the amounts of SA funding needed at individual sites for the new FY; identify all staff and managers who are authorized to charge to SA in the FY; and determine how to plan any currently unplanned SA funding at individual sites. The information gained from these meetings is entered into Special Account Workbooks and updated in each SA screen in SEMS. I also work with Finance to ensure all employees authorized to charge to SA have the appropriate SA account numbers loaded in their "Favorites" section of People Plus to facilitate and promote appropriate charging of the SA. I request and initiate the close-out of SA when appropriate.

In collaboration with site RPMs/OSCs and SEMD management, I prepare SA Disbursement Memos to arrange for SA monies to be provided to PRPs as incentives to agree to complete cleanup work at sites, where appropriate and work with Finance to ensure the disbursements are made.

I prepare memoranda to HQs to request the reclassification of SA monies no longer needed at sites and ensure appropriate amounts of the reclassified funding are returned to the Region for use in cleaning up other sites. I also prepare documentation to transfer SA funding no longer needed at sites to the Superfund Trust Fund.

If I were to continue working remotely, my positions as a Compliance Officer, Cost Documentation Specialist and Special Accounts Manager would not require reassignment of current work or tasks to other staff. My work also does not require access to in-office resources. Relocation costs will not be requested.

I have maintained communication with my supervisor and other managers. Compliance with EPA's Record Management Policy has also been followed.

My job performance ratings have been Ex. 6 Personal Privacy (PP) throughout my 30-year tenure as a Federal Employee, of which 27 years have been with EPA.

As described above, approval of my remote work application will not hamper or diminish the Agency's ability to accomplish its mission and meet its operational goals.

Thank you for your consideration.

This is to certify that I can effectively and efficiently perform all of my full time duties on behalf of the US EPA in a seamless manner from my remote work location. My remote work will Not impact the agency in any detrimental fashion and will enhance the agency's ability to meet the mission and operational goals. With my government laptop, iPhone and EC500 telephone forwarding, I effectively access MS Teams or telephone to virtually attend all weekly budget meetings, Working Capital Fund monthly meetings, weekly records meeting, Library contractor meetings, OSB project management meetings and OSB section meetings. As the WCF manager, I successfully manage all employee computer connectivity accounts utilizing eBusiness system. eBusiness is easily accessed remotely where I oversee 6M in funding for several WCF accounts. I effectively use Compass Data Warehouse to review funding and expenses for all WCF accounts, contracts and OSB budget documents tracking all remotely. All service contracts I manage for Records and Library are accessible electronically and the PSS system needed as a COR for managing contractors can easily be obtained remotely. The EAS contract system for procurement is easily accessed remotely to fund branch contracts. The READ database I oversee can be accessed remotely for managing R3's registry of IT applications.

This request is being submitted NTE 9/30/22 and will be re-evaluated at that time.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Allison M. Gieda	Job Title & Grade: Environmental Engineer, GS 13
AAship/Region and Division: EPA Region 3 Enforcement and Compliance Assurance Division	Address of Official Agency Worksite: 1060 Chapline Street, Suite 303, Wheeling, WV 26003-2995
Employee's Work Phone: 304-234-0232	Employee's Work E-mail Address: gieda.allison@epa.gov
First-line Supervisor: Mr. Pete Gold	First-line Supervisor's Work Phone: 215-814-5236
Proposed Start Date: 4/18/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>2/22/22</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I serve as an Environmental Engineer in the Enforcement and Compliance Assurance Division, Water Branch - NPDES Section and my current duty station is Wheeling, WV. Some of my major successes while working remotely during the pandemic include, but are not limited to, the following:

- Silver Medalist for the 2020 FEB Excellence in Government Awards – Collaboration Champions.
- Received a Distinguished performance rating for FY21.
- Case technical lead on ALCOSAN, the largest CD in the Section. During FY21, I reviewed the Allegheny County Sanitary Authority (ALCOSAN) Preliminary Basis of Design Report and prepared an approval letter, in coordination with DOJ, PADEP and ACHD granting authorization to move forward with its \$2 billion tunnel design to reduce 6.5 billion gallons of untreated systemwide overflows on an annual basis, resulting in significant environmental benefit.
- Accepted a new role as the State Coordination Team Leader.

Approval/Disapproval (attach documentation):

☐

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature:

ALLISON GIEDA

Digitally signed by ALLISON
GIEDA
Date: 2022.02.24 14:09:49 -05'00'

Date:

Supervisor's Signature:

Richard A. Rogers

Digitally signed by Richard A.
Rogers
Date: 2022.03.25 15:28:43 -04'00'

Date:

AA/RA (or designee) Signature:

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

DANIELLE BALTERA
REMOTE WORK APPLICATION – STATEMENT OF WORK
SEPTEMBER 2022

Employee serves as a Program Analyst within ECAD's Front Office. Her duties, as listed below, are 100% portable and there is no expectation for her to regularly report to the office worksite each pay period.

- Coordinate ECAD's monthly Bowling Chart results. Using data and reports that I generate from Integrated Compliance Information System (ICIS), I analyze the reports and compare with our monthly/quarterly targets to ensure we are on track. ICIS is a database that contains compliance and enforcement data for CAA, CWA, and RCRA and is available remotely. Using Teams meetings, discuss monthly and quarterly results with OECA to ensure targets are met. Coordinate with ECAD staff to prepare countermeasures when targets are missed. Brief ECAD senior management on monthly bowling chart results via Teams call. Enter results in the Budget Formulation System (BFS), which is a database that is remotely available. Participate in Monthly Business Review meetings which are conducted through Teams calls.
- Generate and analyze monthly reports from ICIS and the FE&C dashboard to ensure bowling chart targets are being met and to use in evaluating federal program performance. Specific measures reviewed and data analysis performed include the inspection report timeliness measure, on-site inspections, National Compliance Initiatives, and Environmental Justice inspections. I gather data for my analysis from ICIS and the FE&C dashboard which are both available remotely. Deliverables to senior managers are communicated through email and Teams calls.
- State Review Framework Coordinator (SRF) for Region 3 ECAD. Manage and coordinate with the CWA, CAA and RCRA SRF teams to ensure the SRF is on schedule. Develop timeline of activities for the teams. Meet with the teams regularly through Teams calls to discuss upcoming review, meet during the review to discuss findings and develop recommendations. Review electronic records during the file review and in preparation for meeting with the states. Deliverables, for my review as well as OECA's, are uploaded to the SRF Manager which is available remotely. Coordination with the media teams and OECA is accomplished through emails, SharePoint sites and Teams calls.
- Participate on OECA's SRF CAA Round 5 workgroup to revise the metric guidance for the next round. Meetings are conducted remotely by OECA. I provide comments and revisions through SharePoint.
- Coordinated FY22 Drinking Water Enforcement Review (DW ER) pilot with Region 3 ECAD, Water Division and OECA. Region 3 was one of six Regions completing a pilot review using a draft program structure very similar to the State Review Framework. This draft structure is comprehensive, including a review process, review tools such as a data analysis tool and file review checklists, a report outline, and training materials. I provided remote training to ECAD and Water Division review teams on reviewing electronic records remotely, completing file review checklists and using the data analysis tool. The pilot will continue in FY23, and I will again coordinate and provide analysis to the review teams. Meetings and trainings are conducted using Teams calls as well as SharePoint sites.
- Develop monthly ECAD Hot Issue Papers for the Regional Administrator. Solicit hot issues from ECAD managers, discuss with Division Director and Deputy what issues to include in the paper. Develop and coordinate each hot issue with the relevant section to ensure it provides facts, maps,

DANIELLE BALTERA
REMOTE WORK APPLICATION – STATEMENT OF WORK
SEPTEMBER 2022

photos, and tells our story and path forward. Gather this data using ICIS, FE&C dashboard, google maps and other resources available remotely. Create the final paper using the format provided by the RA's office. Participate in the Hot Issues call with the RA which is held via a Teams call.

- Provide CAA State Oversight for MD, DE, WV and DC
 - Coordinate remote quarterly T&A meetings using Teams calls with each state and ECAD Air inspector;
 - Develop agenda by generating and analyzing ICIS-Air data/reports for inspections, enforcement actions, stack tests, etc. ICIS-Air database is available remotely. Reports are shared with the state via Teams page and email;
 - Develop meeting minutes and share with the state via Teams page or SharePoint site for review and comment; and
 - Develop and provide HPV/FRV training for states over Teams as needed.
 - Review and revise CAA Memorandum of Understanding (MOU) for Region 3 states. Successfully revised MOUs for PA and VA. Existing MOUs for the remaining Region 3 states/locals are outdated and in need of revision. Managed the review process with the CAA Section Chief and coordinated with the state air enforcement contact. Provided draft MOUs for ECAD senior management review as well as state senior managers. MOU document posted and shared on SharePoint site for review and edit. Final CAA MOU signed electronically by ECAD DD and State Air Director.
 - Coordinate monthly ECAD Endorsement meetings. Solicit new cases from Section Chiefs to be discussed at the meeting. Organize into a spreadsheet for discussion. Manage and run the meeting through a Teams call. Take notes during the meeting on the status of each case and the path forward. Enter new cases in the Endorsement inventory spreadsheet which is on the ECAD SharePoint site and available remotely.
 - Coordinate monthly ECAD-ORC Division Director Docket meetings. Analyze cases in Pipeline database which is available remotely. Develop case list for discussion. Send to managers for review. Take notes during the meeting and update Pipeline with status of cases. Using Pipeline, track cases for management that are projected for mid and end of year. Pipeline is an internal database that is available remotely.
 - Participate on the ECAD travel budget team. Reconcile divisional travel budget to ensure expenditures do not exceed annual budget. Use excel template to allow all managers to track their branch/section travel budget. Coordinate with Financial Management Branch on questions regarding travel codes, additional funding from OECA and other divisions.
 - Serves as a consultant to the Headquarter EJ Goal 2 team on activities like:
 - Reviewing performance measure details / asks for larger Goal 2 engagement group
 - Reviewing workplan for operationalizing Goal 2 measures
 - Consult on reporting.
- All meetings are conducted through Teams calls.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Richard Paiste	Job Title & Grade: Environmental Engineer GS-819-13
AAship/Region and Division: ORA Region 3 Office of Communities, Tribes and Environm	Address of Official Agency Worksite: 4 Penn Center
Employee's Work Phone: 215 814-5739	Employee's Work E-mail Address: paiste.richard@epa.gov
First-line Supervisor: Stepan Nevsherilian	First-line Supervisor's Work Phone: 215 814-3402
Proposed Start Date: March 26, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>03/15/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

My work is 100% portable as it is done entirely using laptop, email, internet and phone. My work consists of:
1) EJSCREEN ASSESSMENTS - (these are requested by email (or rarely phone) from EPA program staff and managers. EJScreen itself is a publicly available website and spatial analysis tool that links to all necessary data via EPA's web-accessible geo-server. Sharepoint, email, as well as Teams and other internet based technologies enable the full range of my work - process, management and production, delivery, presentation and sharing. I can remotely obtain access to any data sets I need for my analyses from EPA websites and hundreds of other federal agency, state agency, health department and other organization websites including data on air pollutants, water quality and safety (including drinking water and lead), superfund sites, demographics, RCRA sites, brownfields restoration, environmental justice, childrens health and greenspace. Data sources, reports and tools are universally posted to organization's websites.
2) COMMUNITY HEALTH AND ENVIRONMENTAL DATA ANALYSIS AND REPORT DEVELOPMENT;

Approval/Disapproval (attach documentation):

☐
☐

Approved

Disapproved (cite reason(s) below) been

Employee's Signature:

RICHARD PAISTE

Digitally signed by RICHARD
PAISTE
Date: 2022.03.14 12:56:19 -04'00'

Date:

3/14/2020

Supervisor's Signature:

STEPAN
NEVSHEHIRLIAN

Digitally signed by STEPAN
NEVSHEHIRLIAN
Date: 2022.03.23 10:42:14 -04'00'

Date:

AA/RA (or designee) Signature:

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Samantha Rachko	Job Title & Grade: Life Scientist GS-12
AAship/Region and Division: Region 3 Water Division	Address of Official Agency Worksite: 1650 Arch Street Philadelphia PA 19103
Employee's Work Phone: 2158142766	Employee's Work E-mail Address: rachko.samantha@epa.gov
First-line Supervisor: Catherine Magliocchetti	First-line Supervisor's Work Phone: 2158142174
Proposed Start Date: 03/21/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: 2158142766	Alternate Phone Number (if available): Ex. 6 Personal Privacy (PP)
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature <i>Samantha Rachko</i>	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>03/10/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

See appendix A

Approval/Disapproval (attach documentation):

☐

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature:	<i>Samantha Rachko</i>	Date:	<i>03/21/2022</i>
Supervisor's Signature:	<i>Cathleen D. Magliocchetti</i>	Date:	
AA/RA (or designee) Signature:		Date:	

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Bruce R. Pluta	Job Title & Grade: Physical Scientist GS-14
AAship/Region and Division: Region 3 Superfund & Emergency Management Division	Address of Official Agency Worksite: 1650 Arch Street, Philadelphia, PA 19101
Employee's Work Phone: 215-814-2380	Employee's Work E-mail Address: pluta.bruce@epa.gov
First-line Supervisor: Cathleen Kennedy	First-line Supervisor's Work Phone: 215-814-2746
Proposed Start Date: 03/14/2022	If Temporary, Proposed End Date:

Address of Remote Work Location (Including city, state and zip code):

Ex. 6 Personal Privacy (PP)**Within same Locality Pay Area of Official Agency Worksite:**☒ Yes☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]**Phone Number:****Alternate Phone Number (if available):**

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Request:

Check one:



New Request



Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary**Section 2. Employee's Approved Schedule:** Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.**Section 3. Safety Certification****Safety Certification:** The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.**Section 4. Employee Certification and Signature****Employee Certification:** I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.☒ Remote Work Training taken on 07/17/2019 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Duties primarily entail the review of ecological risk assessments (ERAs) and related documents in the Superfund program. Related documents are reviewed to ensure data of acceptable quality is collected in support of the ERAs and / or to ensure that remedial decisions and actions are protective of the environment / ecological receptors. These documents include sampling and analysis plans, remedial investigations, feasibility studies, decision documents (Proposed Plans and Records of Decision), remedial designs, monitoring reports, and five-year reviews. Also participate in internal and external planning meetings and management briefings. Related field activities are expected to be unaffected.

Participate remotely in EPA's Ecological Risk Assessment Forum meetings and activities, including work group activities involved in the develop of ERA support and guidance documents. Also participate in ORD research projects directly related to ERA activities, climate vulnerability assessment, and integration of consideration of ecosystem goods and

Approval/Disapproval (attach documentation):

☐

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature:

Bruce R. Pluta

Digitally signed by Bruce R. Pluta
Date: 2022.02.23 16:07:13 -05'00'

Date:

02/23/2022

Supervisor's Signature:

**CATHLEEN
KENNEDY**

Digitally signed by CATHLEEN
KENNEDY
Date: 2022.03.04 09:54:17 -05'00'

Date:

AA/RA (or designee) Signature:

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Explanation of Duties

During the past two years of the COVID-19 pandemic, I have been able to perform all assigned duties from my Remote Work Location (RWL) as had been performed previously at the Official Agency worksite. With the provided technology and current guidance regarding electronic storage & retainage of files via the EPA Acquisition System (EAS), I am able complete assigned work, communicate effectively, and maintain files, while working remotely.

My primary duties include performing pre award through post award and administration of contract actions. These actions include, but are not limited to, award and administration of task orders under the Remedial Action Framework (RAF) suite of contracts, contract administration of all task orders under the Records Management contract, award and contract administration of all task orders under the Enforcement Support Services/ Community Involvement contract, award and contract administration for the Equipment Maintenance contract for the COOP, contract administration for Facilities contracts including Mailroom, Operations and Maintenance, Landscaping, Hazardous Waste Removal, as well as simplified acquisitions in support of ESC Ft. Meade.

All required award and modification documentation as well as all supporting documents and pertinent correspondence are stored as official records within EAS, all but eliminating the need for on-site copy services and paper file storage.

The incorporation of online meeting software, specifically MS Teams, has proven to be an effective alternative to on-site meetings and continues to allow collaborative efforts with both the on-site workforce as well as other remote work individuals. Regularly scheduled Teams meetings are in place to allow weekly or bi-weekly support of on-going initiatives with our Program customers and provide status updates to management. Teams meeting schedules are also established for the initial stages of the contract lifecycle, from project initiation through award ensuring Program requirements are met accurately and in a timely manner.

As my recent PARS Plan entries have shown, I have been able to communicate effectively with team members from both the Contacts Section as well as our Program customers. I continue to receive positive customer feedback regarding timely customer responses to concerns and questions.

Currently, I am assigned the solicitation of two Ft Meade Facilities contracts, O&M and Landscaping, as well as the pre award RAF contract actions for three (3) new DES task orders and one (1) new ESO task order, and one (1) RES task order. I collaborate daily with Program Office customers to provide feedback and work on solutions to achieve results, within procurement action lead times.

During the pandemic-induced isolation, I continue to work effectively with colleagues and customers to find solutions to ongoing contractual issues through collaborative efforts, while also providing guidance on contractual procedures & processes.

Administering the portfolio of assigned contracts has required collaborative work with internal and external customers to address and resolve issues. This work involves regular interaction with various Program Offices, as well as, external contractors, to obtain results and reach solutions regarding contract terms and conditions. While working remotely, I have maintained collaborative efforts with my colleagues and I have continued to provide guidance to new

Project Officers and Remedial Program Managers, as projects are assigned.

Working remotely has not affected my availability to attend meetings with managers and other colleagues, to discuss alternatives and/or to provide solutions, while supporting Agency goals.

Conclusion: As demonstrated, my assigned duties can be effectively performed remotely. EPA R3 has provided sufficient tools and guidance necessary to allow me to seamlessly complete all assigned tasks while working remotely. Further, working remotely would place no additional burden on co-workers. I will continue to perform assigned tasking effectively through the utilization of available technology, maintain communication & collaboration with my colleagues and participating in regular meetings with my supervisor.

Finally, working remotely will result in a cost benefit to EPA and will have a positive impact on the environment through a reduction in traveling and the use of less office space.

Employee Schedule Request

Empl ID 00031984

Name Emanuel Wolper

Department 0000006389

Employee Type

Workflow Status Not Available

EPA Organizational Code SOAGA000

Request Id 99999999

Request Date/Time 04/10/22 9:31AM

Job Standard Hours 80.00

Schedule Details

Existing schedule

Current Schedule Group EPAF08

Current Effdt 10/13/2019

Current Schedule ID EPAF08S00066

Week 1

Day 1 (Sun) 0.00
Day 2 (Mon) 0.00
Day 3 (Tue) 10.00
Day 4 (Wed) 10.00
Day 5 (Thu) 10.00
Day 6 (Fri) 10.00
Day 7 (Sat) 0.00

Week 2

Day 8 (Sun) 0.00
Day 9 (Mon) 0.00
Day 10 (Tue) 10.00
Day 11 (Wed) 10.00
Day 12 (Thu) 10.00
Day 13 (Fri) 10.00
Day 14 (Sat) 0.00

Future schedule

*Effective Date 04/10/2022 Look up Effective Date

*Schedule Group EPAF08

Look up Schedule Group EPA FT CWS-4Day Wrk Wk Sch Grp

Schedule ID NEW

Schedule Elapsed Type

Week 1

Day 1 (Sun) 0.00
Day 2 (Mon) 0.00
Day 3 (Tue) 10.00
Day 4 (Wed) 10.00
Day 5 (Thu) 10.00
Day 6 (Fri) 10.00
Day 7 (Sat) 0.00

Week 2

Day 8 (Sun) 0.00
Day 9 (Mon) 0.00
Day 10 (Tue) 10.00
Day 11 (Wed) 10.00
Day 12 (Thu) 10.00
Day 13 (Fri) 10.00
Day 14 (Sat) 0.00

Comments

Save

Submit for Approval



Appendix B – EPA Remote Work Self-Certification Safety Checklist

	Select a Response	Comments
1. Is the space free of asbestos material?	Yes	
2. If NO, is the asbestos undamaged and in good condition?	N/A <input type="checkbox"/>	
3. Does the space appear to be free of indoor air quality problems?	Yes	
4. Is the workspace free from excess noise?	Yes	
5. Is water available and drinkable in the space?	Yes	
6. Is ventilation adequate?	Yes	
7. Is a bathroom available with hot and cold running water?	Yes	
8. Are there handrails for stairs with more than 3 steps?	Yes	
9. Are circuit breakers/fuses in the electrical panel labeled as to intended service?	Yes	
10. Do circuit breakers clearly indicate if they are opened or closed?	Yes	
11. Is electrical equipment free of recognized hazards that would cause physical harm (for example, frayed wires, bare conductors, loose wires, exposed wires fixed to the ceiling, a rat's nest of plugs in a single outlet and so on)?	Yes	
12. Will the building's electrical system permit the grounding of electrical equipment?	Yes	
13. Are aisles, doorways, and corners free of obstructions to permit visibility and movement?	Yes	
14. Do file cabinets and storage closets open so they do not obstruct walkways?	Yes	
15. Do chairs have stable and secure wheels/casters?	Yes	
16. Are rungs and legs of chairs stable and sturdy?	Yes	
17. Are the phone lines, electrical cords and extension wires safely secured?	Yes	
18. Is the office free of combustible materials?	Yes	
19. Is there adequate electrical lighting to accomplish the work assignments?	Yes	
20. Are floors surfaces clean, dry, and level?	Yes	
21. Are carpets well secured to the floor and free of frayed or worn seams?	Yes	
22. Are there any other known safety issues that should be addressed for this workspace?	No <input type="checkbox"/>	

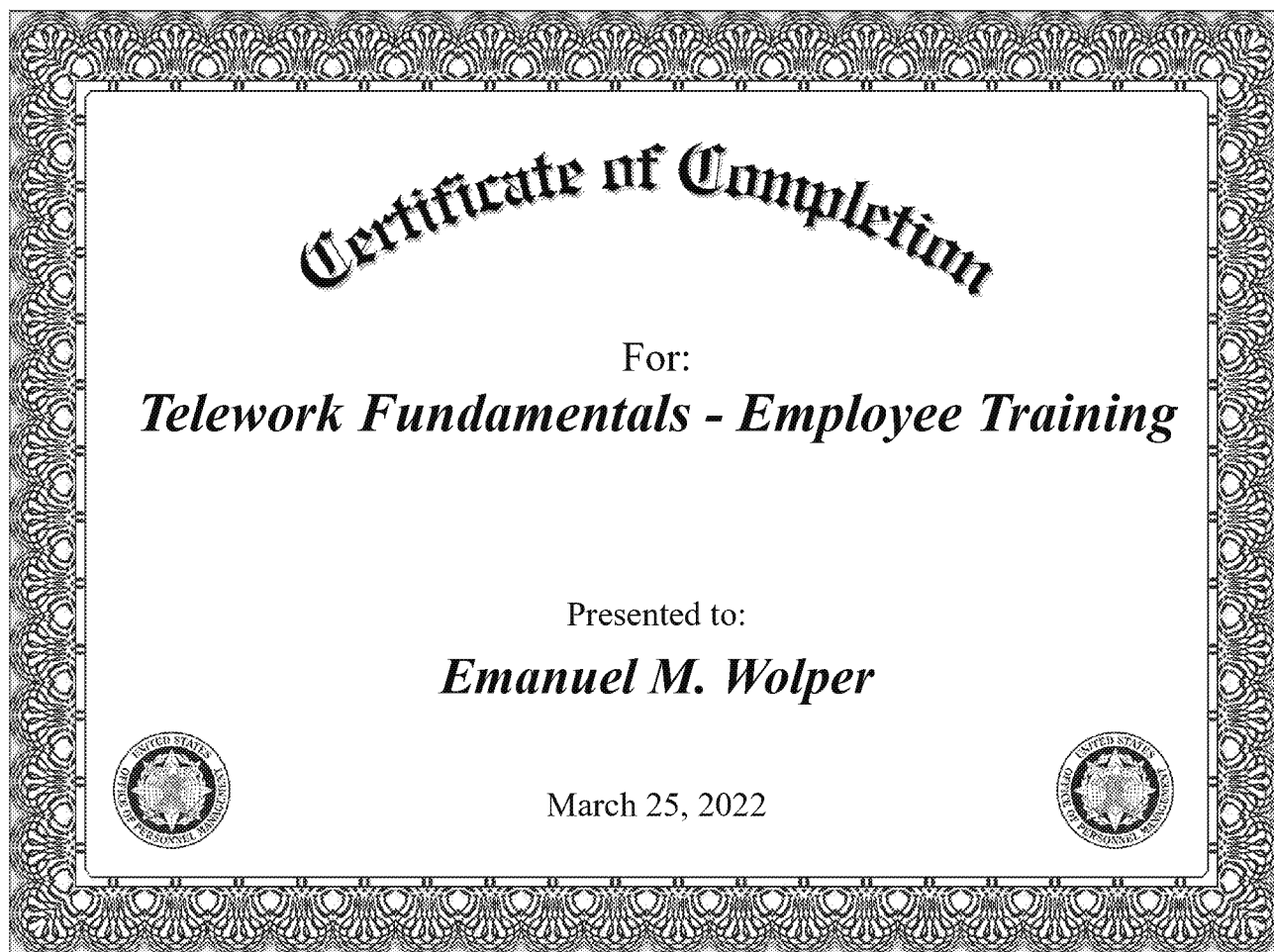
This checklist is designed to assess the overall safety of the Remote Work Location and must be completed and given to your supervisor with your Remote Work Agreement. Signing this form does not guarantee that the RWL is hazard free but does verify that the employee has made a reasonably careful inspection for potential hazards. Employees are responsible for informing their supervisors of any changes to their RWL that could impact the health and safety of the employee and others.

Employee Signature EMANUEL WOLPER
Digitally signed by EMANUEL WOLPER
Date: 2022.04.10 11:00:35 -04'00'

Supervisor Signature Price, Karyn
Digitally signed by Price, Karyn
Date: 2022.04.11 21:37:22 -04'00'

Print this certificate

Close this window



Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Neil Bigioni	Job Title & Grade: Attorney-Adviser GS 15
AAship/Region and Division: Region 3 ORC	Address of Official Agency Worksite: 4 Penn Center, 1600 JFK Blvd, Philadelphia PA 19103
Employee's Work Phone: (215) 814-2781	Employee's Work E-mail Address: bigioni.neil@epa.gov
First-line Supervisor: Donzetta Thomas	First-line Supervisor's Work Phone: 215-814-2474
Proposed Start Date: 12/19/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available): Ex. 6 Personal Privacy (PP)
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>8/4/2016</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Please see attached Support Narrative

Approval/Disapproval (attach documentation):

☐

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature:

NEIL BIGIONI

Digitally signed by NEIL BIGIONI
Date: 2022.11.03 10:06:54
-04'00'

Date:

11/3/2022

Supervisor's Signature:

Thomas, Donzetta

Digitally signed by Thomas,
Donzetta
Date: 2022.11.15 13:39:34 -05'00'

Date:

AA/RA (or designee) Signature:

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

I serve as a Brownfields project officer currently serving grantees, states, non-profits, universities, private developers, environmental consultants, local governments, citizens, and TBA recipients primarily in central/western Pennsylvania, Maryland, and West Virginia. Internal customers also include Grants, QA, contracting, BF team members, front office, RCRA/SF, ORC, HQ, and other varying offices to conduct, maintain, and build relationships etc for all related business dealings. In a remote capacity, I have successfully demonstrated and will routinely reach out to mentor employees, receive guidance/advice, and coordinate program/project actions with all facets of teams necessary to accomplish goals. Customer interface is primarily performed by computer or telephone to also include software such as MS Teams, Zoom, or Webex to conduct meetings and various types of conferences. Occasional/periodic travel is also necessary to perform site visits and in-person conferences. Internal agency.

- **PROGRAM MANAGEMENT:** 1. Effective implementation of the BF program and national workgroups in support of national and regional goals. Attend all national Brownfields coordinators calls, BEAM and TAB provider calls. 2. Demonstrates teamwork follows through on team based assignments. 3. State Brownfields Lead for WV, including 128(a) grant: Establishes working relationships with state agency staff and managers; familiar with state Brownfields/VCPS laws and regulations; handles inquiries on state specific issues and sites; keeps State Fact Sheets up to date; works with the State to promote EPA's Brownfields program. 4. Clean up, multi purpose grants, grants policy and TAB provider lead. 5. Promotes, develops, presents and participates in outreach and training efforts to attract high quality BF grant proposals; improve grantee understanding of program goals, objectives, and requirements. 6. Brownfields ARC Grant Competition - Coordinate with national program and regional staff to support and protect the integrity of grant competitions; complete application reviews; participate in grant review panels; provide timely debriefings as requested to unsuccessful applicants.

PROJECT MANAGEMENT: 1. Actively manage grants and grantee projects (post-award) to ensure accomplishment of quality outputs in support of annual targets, program goals, objectives, and requirements, and consistent with grantee work plan. 2. Establishes and maintains meaningful and productive relationships with grantees through frequent communication, review of work products, site visits as appropriate, participation in local meetings and conferences, and recognition of grantee accomplishments in regional and national venues. 3. Actively manages other assigned projects (i.e., Conference Planning, grantee training, virtual and in-person press events, social media, and press releases, BF check and ribbon cutting events, quality assurance requirements) for quality and timely outputs. 4. Provide success stories grantee activities. 5. Provide salients per month highlighting activities and/or successes of grantees or other program or project activities. 6. Provide input into EPA's Lean Management System (ELMS) Branch project(s).

GRANTS MANAGEMENT: 1. Perform quality and timely threshold and ranking reviews of ARC applicant proposals. Meets deadlines established by the national program for completing proposal reviews. 2. Provides and/or participates in grantee training to promote understanding of program goals, objectives, and requirements. 3. Tracks and reviews required grantee reports and deliverables to ensure delivery of

agreed upon outputs and outcomes.4. Review and approve information in the ACRES database. 5. Following all grant closeouts, notifies GS within 90 days that the final technical report was received and is acceptable. 6. Comply with all Agency record keeping requirements and Branch procedures for records management. 7. Manage the WVU Research Corporation TAB provider so that they understand Region 3's priorities and areas of focus.

- 100% of work is portable and there is no expectation to regularly report to the office worksite each pay period;
- Authorization for remote work will not unduly shift functions or responsibilities to other employees or require reassignment of current work or tasks to other staff;
- There is no adverse impact on other offices or programs;
- Tasks or work assignments can be performed at least equally effectively at the RWL;
- Work does not require access to in office resources;
- There will be no foreseen disruption to customer service with any agency customers or stakeholders;
- Work does not have duties or work assignments requiring face-to-face customer service or coworker interface; and
- Have a demonstrated track record of meeting performance plan objectives and working without close supervision.
- Have a sufficient portable work for the amount of remote work requested;
- The arrangement does not create any impediment to the effective accomplishment of the organization's work;
- Agree to return to the office worksite if required to do so by supervisor;
- Continues to comply with the terms of their written and approved agreement; and
- Arrangements are in place for dependent care, if providing care would otherwise interrupt or interfere with the employee's work duties during the time the employee is working at the RWL.

Please include a detailed list of duties and how they will be performed in a hybrid environment. You may enter this information below or attach as a supplementary document in the Remote Work Package.

Ruth Prince is a Risk Assessor/toxicologist is responsible to the support of the investigation and remediation of RCRA Corrective Action and TSCA regulated facilities. Ruth ensures that the regulated entities conduct the investigation and remediation consistent with sound scientific methods and practices, that reflect the most recent scientific developments and are in accordance with current and applicable EPA polices and guidance. This is performed mainly by the review workplans and report, the preparation of documents reflecting Agency reviews, comments, and approvals.

Ruth is also responsible to represent the Agency on meetings with the regulated entities, the state, and the public.

Ruth have been operating effectively under a “hybrid environment” for several years, as flexible work schedules and telework have impacted the in-person availability of one or more colleagues at any point in time, thus electronic communication and exchanges of digital documents are the norm even when the she is in the office, as other may or may not. We have web access systems in place that allows her to exchange documents, participate in meetings, track and report the progress on their projects and interact and collaborate with her colleagues.

This is also the case with respect to interactions with regulated entities as face-to-face meetings are rare, while conference calls, now team video call, have been the norm for several years now. This shift was partly triggered by our own travel budget limitations on our part, but also is welcome on the regulated entity end as a saving.

Ruth interactions with her colleagues and the regulated entities are conducted electronically, therefore as long as she have access to a computer, internet and phone work can be conducted in the same manner and effectiveness as in the office.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Theresa Gallagher	Job Title & Grade: Environmental Engineer/GS-13
AAship/Region and Division: Region 3/ECAD	Address of Official Agency Worksite: 1650 Arch Street, Philadelphia, PA 19103
Employee's Work Phone: 215.814.2923	Employee's Work E-mail Address: gallagher.theresa@epa.gov
First-line Supervisor: Arlin Galarza-Hernandez	First-line Supervisor's Work Phone: 215.814.3223
Proposed Start Date: February 14, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>7/23/19</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

All of my duties will continue to be performed effectively from the RWL, as from the Official Agency worksite, as has been successfully demonstrated over the past 2 years. During this time, I have had no need to access in-office resources to perform any of the official duties of my position. As an EPCRA Program Manager for Region 3, my work largely involves the review and analysis of EPCRA enforcement documents, the development of written case referrals, Information Request Letters (IRLs) and summary documents, and on-line technical training. These responsibilities are 100% portable and completely electronic. All enforcement documents such as referrals, IRLs, and anything requiring signature by multiple parties is managed through the electronic flow boards and planners that have been established in Teams. I have been proficiently using these on-line resources to provide project updates and to forward, finalize, and sign documents between ECAD and ORC for the past 2 years. I am also responsible for the management of the EPCRA contract. Facility inspection and evaluation reports are generated by a contractor who provides all deliverables via e-mail. The inspection reports are sent to facilities by e-mail as well. The development of work assignments, technical direction of the contractor,

Approval/Disapproval (attach documentation):

☐

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature: THERESA
GALLAGHER

Digitally signed by THERESA
GALLAGHER
Date: 2022.02.03 15:05:25 -05'00'

Date:

Supervisor's Signature: ARLIN GALARZA-
HERNANDEZ

Digitally signed by ARLIN
GALARZA-HERNANDEZ
Date: 2022.02.07 07:13:12 -05'00'

Date:

AA/RA (or designee) Signature:

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Andrew S. Goldman	Job Title & Grade: Sr. Assistant Regional Counsel (GS15/10)
AAship/Region and Division: R3/ORC	Address of Official Agency Worksite: 1650 Arch Street, Philadelphia, PA 19103
Employee's Work Phone: 215-814-2487	Employee's Work E-mail Address: goldman.andrew@epa.gov
First-line Supervisor: Sheila Briggs-Steuteville	First-line Supervisor's Work Phone: 215-814-2468
Proposed Start Date: May 2, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available): <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3-10-22</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

See attached.

Approval/Disapproval (attach documentation):

☐

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature:	ANDREW GOLDMAN Digitally signed by ANDREW GOLDMAN Date: 2022.03.30 15:41:42 -04'00'	Date:
Supervisor's Signature:	SHEILA BRIGGS-STEUTEVILLE Digitally signed by SHEILA BRIGGS-STEUTEVILLE Date: 2022.03.31 08:01:48 -04'00'	Date:
AA/RA (or designee) Signature:		Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

QUESTION: Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals.

ANSWER:

I. My Job Duties

I am an attorney in the Office of Regional Counsel in CERCLA Branch 1. My work is almost exclusively counseling of, and enforcement support for, Superfund staff and managers in the Superfund & Emergency Management Division. That work includes, among other things:

- Counseling the Removal, Remedial, Site Assessment, and Cost Recovery Programs on such matters as:
 - Accessing private property
 - Preparing Action Memoranda, Proposed Remedial Action Plans, Records of Decision, Statutory Exemption Requests, Explanations of Significant Differences, and ROD Amendments authorizing the performance of Removal or Remedial Actions
 - Compiling administrative records supporting the selection of Removal or Remedial Actions
 - Complying with the U.S. Constitution, CERCLA, the NCP, delegations, and EPA policy in preparing for and performing Removal Actions, Remedial Actions, and Site Assessments
 - Responding to written complaints and concerns from the public and elected officials
 - Responding to FOIA requests
 - Performing consultations under the Section 106 of the National Historic Preservation Act
 - Issuance of information request letters
 - Assessing statute of limitation issues
 - Issuing Lien Notices
- Enforcement support for the Removal, Remedial, Site Assessment, and Cost Recovery Programs including:
 - Negotiating access agreements
 - Preparing administrative access orders
 - Preparing referrals to DOJ for administrative warrants for access and hearings before U.S. Magistrates
 - Preparing referrals to DOJ for court-ordered access
 - Issuing administrative orders compelling implementation of Removal or Remedial Actions
 - Compiling administrative records supporting issuance of administrative orders for access and for implementation of Removal or Remedial actions
 - Preparing referrals to DOJ seeking court-ordered compliance with administrative orders for access or for implementation of Removal Actions
 - Preparing Pre-Referral Negotiation Reports and Litigation reports in advance of negotiations with PRPs for Remedial Action and Cost Recovery settlements

Attachment to Application for Remote Work Status
Andrew Goldman (Office of Regional Counsel)

- Preparing consent decrees and statements of work for negotiations with PRPs for Remedial Action and Cost Recovery settlements
- Participating in administrative hearings on lien notices

In addition to this work, I also perform non-site-specific work such as developing and presenting training, working on model documents, working with ORC and SEMD on process changes, etc.

These lists provide examples of the types of work I perform and are not intended to be comprehensive.

II. Can These Duties Be Performed Remotely?

Yes. The most expeditious way of substantiating this claim is to point out that I have (1) performed many of these duties remotely for the past 2 years during the COVID pandemic, and (2) Ex. 6 Personal Privacy (PP)
Ex. 6 Personal Privacy (PP) The following list provides examples of the site-specific work I performed remotely during the period between October 1, 2020 and September 29, 2021:

Site	Activity
<div>Ex. 7(A)</div>	

Ex. 7(A)

Ex. 7(A)

In addition to this work, I also performed the following non-site specific work during this timeframe:

- Developed presentation on Access Fundamentals for RPMs
- Developed presentation on warrants for Region 6 enforcement conference
- Represented R3 on CERCLA National Removal Attorneys Work Group
- Worked on upgrades to Region 3 Model RDRA Consent Decree and Statement of Work
- Worked on upgrades to Region 3 model administrative Superfund documents
- Advocated for consistent administrative record establishment process
- Advocated for limited contractor participation in securing access
- Participated on team developing standardized reporting of case information
- Participated on team developing weekly removal reporting
- Provided access counseling on numerous cases to which I am not assigned

I would be pleased to discuss further should there be any questions.



APPROVED SCHEDULE

NavBar

Employee Schedule Request

Empl ID

Name Andrew Goldman

Department

Employee Type

Workflow Status Not Available

EPA Organizational Code

Request ID

Request Date/Time 03/30/22 11:51AM

Job Standard Hours 80.00

Schedule Details

Existing schedule

Current Schedule Group EPAF09

Current Effdt 01/31/2021

Current Schedule ID EPAF09S00334

Week 1

Day 1 (Sun) 0.00
Day 2 (Mon) 0.00
Day 3 (Tue) 9.00
Day 4 (Wed) 9.00
Day 5 (Thu) 9.00
Day 6 (Fri) 9.00
Day 7 (Sat) 0.00

Week 2

Day 8 (Sun) 0.00
Day 9 (Mon) 8.00
Day 10 (Tue) 9.00
Day 11 (Wed) 9.00
Day 12 (Thu) 9.00
Day 13 (Fri) 9.00
Day 14 (Sat) 0.00

Future schedule

*Effective Date 04/10/2022 🔍

*Schedule Group EPAF09 🔍 EPA FT CWS5/4-9Cmprsd S

Schedule ID NEW

Schedule Elapsed
Type

Week 1

Day 1 (Sun) 0.00
Day 2 (Mon) 0.00
Day 3 (Tue) 9.00
Day 4 (Wed) 9.00
Day 5 (Thu) 9.00
Day 6 (Fri) 9.00
Day 7 (Sat) 0.00

Week 2

Day 8 (Sun) 0.00
Day 9 (Mon) 8.00
Day 10 (Tue) 9.00
Day 11 (Wed) 9.00
Day 12 (Thu) 9.00
Day 13 (Fri) 9.00
Day 14 (Sat) 0.00

Comments

Save

Submit for Approval



Appendix B – EPA Remote Work Self-Certification Safety Checklist

	Select a Response	Comments
1. Is the space free of asbestos material?	Yes	
2. If NO, is the asbestos undamaged and in good condition?	N/A <input type="checkbox"/>	
3. Does the space appear to be free of indoor air quality problems?	Yes	
4. Is the workspace free from excess noise?	Yes	
5. Is water available and drinkable in the space?	Yes	
6. Is ventilation adequate?	Yes	
7. Is a bathroom available with hot and cold running water?	Yes	
8. Are there handrails for stairs with more than 3 steps?	Yes	
9. Are circuit breakers/fuses in the electrical panel labeled as to intended service?	Yes	
10. Do circuit breakers clearly indicate if they are opened or closed?	Yes	
11. Is electrical equipment free of recognized hazards that would cause physical harm (for example, frayed wires, bare conductors, loose wires, exposed wires fixed to the ceiling, a rat's nest of plugs in a single outlet and so on)?	Yes	
12. Will the building's electrical system permit the grounding of electrical equipment?	Yes	
13. Are aisles, doorways, and corners free of obstructions to permit visibility and movement?	Yes	
14. Do file cabinets and storage closets open so they do not obstruct walkways?	Yes	
15. Do chairs have stable and secure wheels/casters?	Yes	
16. Are rungs and legs of chairs stable and sturdy?	Yes	
17. Are the phone lines, electrical cords and extension wires safely secured?	Yes	
18. Is the office free of combustible materials?	Yes	
19. Is there adequate electrical lighting to accomplish the work assignments?	Yes	
20. Are floors surfaces clean, dry, and level?	Yes	
21. Are carpets well secured to the floor and free of frayed or worn seams?	Yes	
22. Are there any other known safety issues that should be addressed for this workspace?	Yes	Answer is "No" but form would not accept "No."

This checklist is designed to assess the overall safety of the Remote Work Location and must be completed and given to your supervisor with your Remote Work Agreement. Signing this form does not guarantee that the RWL is hazard free but does verify that the employee has made a reasonably careful inspection for potential hazards. Employees are responsible for informing their supervisors of any changes to their RWL that could impact the health and safety of the employee and others.

Employee Signature ANDREW GOLDMAN
Digitally signed by ANDREW GOLDMAN
Date: 2022.03.30 15:42:28 -04'00'

Supervisor Signature SHEILA BRIGGS-STEUTEVILLE
Digitally signed by SHEILA BRIGGS-STEUTEVILLE
Date: 2022.03.31 08:00:22 -04'00'

Certificate of Completion

For:

Telework Fundamentals - Employee Training

Essentials of Telework

NOTE: This certificate is for lesson 1 of 5 of this course.

You must possess certificates for all 5 lessons of this course to show completion of the course.

Presented to:

Andrew Goldman

March 10, 2022



Certificate of Completion

For:

Telework Fundamentals - Employee Training Skills and Processes

*NOTE: This certificate is for lesson 2 of 5 of this course.
You must possess certificates for all 5 lessons of this course to show completion of the course.*

Presented to:

Andrew Goldman

March 10, 2022



Certificate of Completion

For:

Telework Fundamentals - Employee Training

Telework-Related Topics

NOTE: This certificate is for lesson 3 of 5 of this course.

You must possess certificates for all 5 lessons of this course to show completion of the course.

Presented to:

Andrew Goldman

March 10, 2022



Certificate of Completion

For:

Telework Fundamentals - Employee Training ***Course Review***

*NOTE: This certificate is for lesson 4 of 5 of this course.
You must possess certificates for all 5 lessons of this course to show completion of the course.*

Presented to:

Andrew Goldman

March 10, 2022



Certificate of Completion

For:

Telework Fundamentals - Employee Training

Roadmap to Telework Success Quiz

NOTE: This certificate is for lesson 5 of 5 of this course.

You must possess certificates for all 5 lessons of this course to show completion of the course.

Presented to:

Andrew Goldman

March 10, 2022



Certificate of Completion

For:

Telework Fundamentals - Employee Training

Presented to:

Andrew Goldman

March 10, 2022



Attachment 1

Jeannine Graff - Job Duty Chart

Job Duty Description	How Work is Received	How Work is Performed
FOIA Project Manager	Via the FOIAonline platform; FOIA requesters submit requests on the website. These requests are received at the National FOIA Office, then sent to the Region. The FOIA Officer assigns the request are made in FOIAonline.	Assigned FOIA requests are sent by the FOIA Project Manager via email to the Division for Subject Matter Expert (SME) assignment. SME is responsible for identifying and collecting potentially responsive records. Project Manager is responsible for requester communication via email or phone; document redaction via Adobe Pro or Relativity; document saving on the L: Drive, Excel or pdf document upload to FOIAonline; and administrative Excel cost spreadsheet creation; pdf approval checklist completion; and drafting of all necessary letters in Word to be signed digitally using Adobe. Project Manager also answers any questions regarding the request or the response process. All issues are resolved via phone, email, or Microsoft TEAMS.
Relativity SuperUser & Search Point of Contact (SPOC)	Via HQ's eDiscovery Division SharePoint site & Relativity platform; requests for all email searches are submitted via SharePoint; email/attachment review is completed in the Relativity software system	Email search requests are submitted to the eDiscovery Division via a SharePoint form. Emails are then exchanged as the workspace is created. The workspace resides in the Relativity system. Once workspace is created, it is then perfected in Relativity using superuser tools. SPOC provides training to reviewers and oversees 1 st level review, 2 nd level review and attorney review, which are all performed in Relativity. Production of records to be released is requested via pdf form and documents are received in pdf format for saving/uploading to FOIAonline. Finally, any questions regarding the workspace are resolved via phone, email, or Microsoft TEAMS.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Marilyn Frage	Job Title & Grade: Environmental Protection Specialist, GS12
AAship/Region and Division: Region 3	Address of Official Agency Worksite: 1650 Arch Street Philadelphia, PA 19103-2029
Employee's Work Phone: 215-814-2173	Employee's Work E-mail Address: frage.marilyn@epa.gov
First-line Supervisor: Dr. Debra Forman	First-line Supervisor's Work Phone: 215-814-2073
Proposed Start Date: March 3, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code):	
<div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: 215-814-2173	Alternate Phone Number (if available): <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>August 2, 2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Please see attachment 2.

Approval/Disapproval (attach documentation):

☐

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature:

Marilyn Frage

Digitally signed by Marilyn Frage
Date: 2022.02.24 22:09:39
-05'00'

Date:

February 24, 2022

Supervisor's Signature:

STACIE DRISCOLL

Digitally signed by STACIE
DRISCOLL
Date: 2022.03.10 16:45:50 -05'00'

Date:

AA/RA (or designee) Signature:

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Bobbi Robinson	Job Title & Grade: Grants Specialist GS-12
AAship/Region and Division: Region 3, MSD, Grants Management Section	Address of Official Agency Worksite: 1600 JFK Blvd.
Employee's Work Phone: 215-814-2107	Employee's Work E-mail Address: robinson.bobbi@epa.gov
First-line Supervisor: Ken Rose	First-line Supervisor's Work Phone: 215-814-3147
Proposed Start Date: 5/14/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available): Ex. 6 Personal Privacy (PP)
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3/17/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I can perform all my assigned duties as effectively from the RWL as from the official agency worksite. My RWL workspace is free from excess noise and allows me the ability to accomplish the Agency's mission and meet its operational goals and deadlines. My workspace is equipped with a private office setting which includes an office style desk, office style work chair, personal printer, and meets all requirements of Appendix B – EPA Remote Work Self-Certification Safety Checklist.

I manage and make decisions regarding receipt, award, and management of the following Assistance Agreement programs: Brownfield Job Training; State Response Program; State Lead TSCA PPG; Pesticide PPG; WVDHHR PPG; Clean Water Act Section 106; National Estuary; Tribal General Assistance Program; and the Hazardous Waste Management State Program Support, throughout the pre and post award process, amounting to more than more than 60 individual grants. I submit MBE/WBE reports and baseline monitoring reports through the NGGS-R3 Grants data system.

Approval/Disapproval (attach documentation):

☐

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature:

Robinson, Bobbi

Digitally signed by Robinson, Bobbi
Date: 2022.03.21 14:58:29 -04'00'

Date:

3/21/2022

Supervisor's Signature:

KENNETH ROSE

Digitally signed by KENNETH
ROSE
Date: 2022.03.24 07:58:49 -04'00'

Date:

3/24/2022

AA/RA (or designee) Signature:

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

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Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Leah Ettema	Job Title & Grade: Life Scientist, GS-13
AAship/Region and Division: R3 Water Division, STS	Address of Official Agency Worksite: 1060 Chapline St., Suite 303, Wheeling, WV 26003
Employee's Work Phone: 304-234-0245	Employee's Work E-mail Address: ettema.leah@epa.gov
First-line Supervisor: Greg Voigt	First-line Supervisor's Work Phone: 215-814-5737
Proposed Start Date: 02/14/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>Jan 27, 2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I am the R3 Regional Monitoring Coordinator and WV's 303(d) list and TMDL coordinator in the STS section. My duties involve reviewing and approving 106 monitoring grant workplans, reviewing and approving WV 303(d) and TMDL documents, conducting independent assessments of water quality data, and providing 303(d)/305(b) water quality assessment support to STS and state colleagues. While working remotely, I have successfully completed these duties and effectively resolved technical and programmatic issues while working with EPA, federal agency, state colleagues, and stakeholder groups. I am the only member of my section located outside of Philadelphia, so changing my duty station from the Wheeling office to my home will not influence my day to day interactions with my co-workers or ability to connect with them. While working remotely, I have successfully contributed to all team huddles, 303(d) team, and WQS team calls, led R statistical trainings and information sessions remotely for the STS section as well as the Chesapeake Bay Program Office, and briefed the water division director and regional administrator on issues in WV. Since November of 2019, I have co-lead a national workgroup on continuous water quality monitoring, and I continue to lead monthly internal

Approval/Disapproval (attach documentation):

☐
☐

Approved

Disapproved (cite reason(s) below)

Employee's Signature:

LEAH ETTEMA

Digitally signed by LEAH ETTEMA
Date: 2022.02.01 18:42:29 -05'00'

Date:

Supervisor's Signature:

Voigt, Gregory

Digitally signed by Voigt, Gregory
Date: 2022.02.03 19:23:44 -05'00'

Date:

AA/RA (or designee) Signature:

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

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Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: R.Catherine King	Job Title & Grade: EPS, Grade 12
AAship/Region and Division: Region 3 Water Division	Address of Official Agency Worksite: 1650 Arch Street, Philadelphia, PA
Employee's Work Phone: 215-848-2657	Employee's Work E-mail Address: king.catherine@epa.gov
First-line Supervisor: Jeff Boylan	First-line Supervisor's Work Phone: 215-814-2094
Proposed Start Date: May, 2022 pending office move date	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input type="checkbox"/> Remote Work Training taken on <u>2/3/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Position: Project Officer, CWSRF for PA and VA and OSG grant for VA

I can perform my duties effectively from the RWL by utilizing Teams, email, calls, meetings, office and on-site visits as needed, and other communication methods. These methods are applicable to the following duties and other work as assigned. Duties include:

Engaging appropriate stakeholders in the planning process so that their input is duly considered

Identifying programmatic issues, priorities and concerns and ensuring that they are timely addressed with appropriate parties;

Keeping management informed of grantee progress with early warning of potential problem areas ("no surprises");

Collaborating with counterparts at regional/state/local/HQ levels as applicable to contribute to larger program objectives;

Participating in program evaluation activities, such as annual reviews, and responding to findings;

Utilizing programmatic and grant management data bases;

Approval/Disapproval (attach documentation):

☐

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature: King, Catherine <small>Digitally signed by King, Catherine Date: 2022.02.03 16:13:32 -05'00'</small>	Date:
Supervisor's Signature: JEFFREY BOYLAN <small>Digitally signed by JEFFREY BOYLAN Date: 2022.03.08 13:41:09 -05'00'</small>	Date:
AA/RA (or designee) Signature:	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

I believe I can effectively perform my work duties from a RWL because my job duties can be performed equally as effective at the RWL. My work does not require access to in office resources. Technology (teams, facetime, text messages and emails) allows me to have access to people and systems to get my job done from a RWL. I am self- motivated and have a history of dependability. I have demonstrated a track record of meeting job objectives without close supervision. I am well organized and manage my time at my RWL as if it is an office environment. 100% of my work is portable and going to RWL will not shift any functions or responsibilities to other staff. There would be no adverse impact on other offices or programs.

I have and continue to perform my job duties above and beyond in a telework situation. I work well with people and have a positive effect on my co-workers in RWL. I can continue this performance meeting the mission and operational goals of EPA and the Grants Management Section. I will be available for any meetings with customers, grantees, supervisor, and other grant specialists from your remote work location using the available technologies. I will be available to report to the official worksite on a non-routine basis with adequate notice as provided in the AFGE Remote Work Article. I have listed the duties I perform as a Grants Management Specialist.

As an Enforcement and Compliance Division/Toxics Programs Inspector, my work consists mostly of conducting on-site inspections at facilities subject to PCB and EPCRA 313 non-reporting and data-quality inspections. During the past two years of full-time telework, I have consistently completed all required and delegated job responsibilities from my telework AWL including PCB and EPCRA 313 inspections and enforcement actions, as well as programmatic collaborations, TEAMS meetings and national workgroup participation. I have demonstrated the ability to work independently and autonomously when necessary, while maintaining consistent communication and collaboration with my workgroup teammates and supervisors. For the past two decades, I have developed the PCB program inspection target list, and have trained several PCB inspectors-in-training. That training includes recently training two new PCB inspectors during a cross-regional, multi-agency (OSHA) inspection conducted on behalf of ORCR in Region 6/Brownsville, Texas. I have also successfully collaborated with other programs such as LCRD and the Chesapeake Bay to meet the Agency's missions. I am a member of the Agency's Response Support Corp and have been deployed to two hurricane disaster zones, and flooding disasters in the State of West Virginia where I collaborated with FEMA on behalf of the Agency.

A continuation of work at the AWL will enhance the Agency's ability to meet its operational goals by reducing fuel consumption and traffic on state and federal highways, as well as reducing the Agency's overall employee workspace requirements and accommodations at the official duty station (electric, water, security, etc.).

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Pamela McCray	Job Title & Grade: Government Information Specialist - GS 12
AAship/Region and Division: EPA Region III/ORC (FOIA Branch)	Address of Official Agency Worksite: 1650 Arch Street Philadelphia PA 19103
Employee's Work Phone: 215-814-2671	Employee's Work E-mail Address: mccray.pamela @epa.gov
First-line Supervisor: Michael D'Andrea	First-line Supervisor's Work Phone: 215-814-5615
Proposed Start Date: May 8, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>10/24/2016</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

As a Government Information Specialist in the FOIA Branch, I serve as a FOIA Project Manager processing FOIA requests for Region 3. One of my assigned divisions/programs, SEMD, has among the largest volume of requests of all Region 3 divisions, yet I have been able to maintain a ZERO backlog. I receive incoming FOIA request assignments via the FOIAonline system. Upon receipt of a new request, I normally conduct an initial search of potentially responsible records by using various systems and databases, including the Superfund Website, Integrated Compliance Information System (ICIS) and the Superfund & Emergency Management System (SEMS), all of which are remotely accessible. I then identify Subject Matter Experts (SME) and their supervisors within the program that are responsible for the subject matter of the FOIA request. I coordinate and guide the SMEs and supervisors through the FOIA process. This guidance includes working with the SMEs to identify potentially responsive records, at which time I provide my preliminary search results. I also assist in the review of responsible records via Adobe Pro and Relativity, identify records for release/withholding and apply the appropriate exemptions when records are withheld. I coordinate supervisor and attorney reviews of responsive

Approval/Disapproval (attach documentation):

☐

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature: PAMELA MCCRAY	Digitally signed by PAMELA MCCRAY Date: 2022.04.20 16:22:59 -04'00'	Date:
Supervisor's Signature: MICHAEL D'ANDREA	Digitally signed by MICHAEL D'ANDREA Date: 2022.04.22 07:54:55 -04'00'	Date:
AA/RA (or designee) Signature:		Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Duties primarily entail the review of ecological risk assessments (ERAs) and related documents in the Superfund program. Related documents are reviewed to ensure data of acceptable quality is collected in support of the ERAs and / or to ensure that remedial decisions and actions are protective of the environment / ecological receptors. These documents include sampling and analysis plans, remedial investigations, feasibility studies, decision documents (Proposed Plans and Records of Decision), remedial designs, monitoring reports, and five-year reviews. Also participate in internal and external planning meetings and management briefings. Related field activities are expected to be unaffected.

Participate remotely in EPA's Ecological Risk Assessment Forum meetings and activities, including work group activities involved in the develop of ERA support and guidance documents. Also participate in ORD research projects directly related to ERA activities, climate vulnerability assessment, and integration of consideration of ecosystem goods and services into ERA and remedial activities.

Team (Biological Technical Assistance Group) leader activities include facilitating consistent integration and use of current technical guidance and practices, working with the group to resolve ecological risk assessment and ecosystem related technical / scientific / regulatory issues, assisting the coordination and facilitation of field activities, and holding routine (quarterly) group meetings.

Also manage the Region 3 inter-agency agreement with the U.S. Fish and Wildlife Service to provide technical and scientific support to SEMD via the BTAG.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Deborah Lindsey	Job Title & Grade: GS-819-13 Enforcement Inspector
AAship/Region and Division: Region 3 Enforcement & Compliance Assurance Division	Address of Official Agency Worksite: 1060 Chapline Street, Wheeling WV 26003
Employee's Work Phone: 304-234-0249	Employee's Work E-mail Address: lindsey.deborah@epa.gov
First-line Supervisor: Arlin Galaraz-Hernandez	First-line Supervisor's Work Phone: 215-814-3223
Proposed Start Date: April 24, 2022	If Temporary, Proposed End Date: Not Applicable
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available): <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>see attached</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

See Attached for Remote Work Description

Approval/Disapproval (attach documentation):

☐

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature:

Lindsey, Deborah

Digitally signed by Lindsey,
Deborah
Date: 2022.03.21 14:57:53 -04'00'

Date:

Supervisor's Signature:

ARLIN GALARZA-
HERNANDEZ

Digitally signed by ARLIN
GALARZA-HERNANDEZ
Date: 2022.03.29 14:11:16 -04'00'

Date:

3/29/22

AA/RA (or designee) Signature:

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

As a Government Information Specialist in the FOIA Branch, I serve as a FOIA Project Manager processing FOIA requests for Region 3. One of my assigned divisions/programs, SEMD, has among the largest volume of requests of all Region 3 divisions, yet I have been able to maintain a ZERO backlog. I receive incoming FOIA request assignments via the FOIAonline system. Upon receipt of a new request, I normally conduct an initial search of potentially responsible records by using various systems and databases, including the Superfund Website, Integrated Compliance Information System (ICIS) and the Superfund & Emergency Management System (SEMS), all of which are remotely accessible. I then identify Subject Matter Experts (SME) and their supervisors within the program that are responsible for the subject matter of the FOIA request. I coordinate and guide the SMEs and supervisors through the FOIA process. This guidance includes working with the SMEs to identify potentially responsive records, at which time I provide my preliminary search results. I also assist in the review of responsible records via Adobe Pro and Relativity, identify records for release/withholding and apply the appropriate exemptions when records are withheld. I coordinate supervisor and attorney reviews of responsive records to ensure proper withholdings and then upload all responsive records to the FOIAonline system. All of these activities can be performed remotely and do not require any face-to-face interaction or meetings. Throughout the response process I also communicate on a continual basis with the requester via email or phone/Teams regarding request clarification and status. I also complete all administrative documentation, which includes creating/completing an approval checklist (which signifies/records the approval of all reviewers), prepare a cost worksheet of the time spent on the request and ensure that all emails/correspondence/communication with the requester are saved/documented in FOIAonline. Again, all of these duties are performed electronically and can be performed remotely. To complete the FOIA response process, I upload all of the files to be released into FOIAonline and prepare a response letter for signature by the FOIA Branch or Division Director (depending on whether there are withholdings or not). When the letter is signed, the letter and responsive records are released through FOIAonline, which can be performed remotely.

In addition to my FOIA duties, I also perform "other duties as assigned" for ORC and Region 3. These duties include managing the PACER account (used for legal research) where I track costs and authorize the paying of the bills. I also manage the regional Westlaw account (also used for legal research) where I maintain a list of current users, approve new users and track/record usernames and passwords. I perform credential certifications for any Region 3 employee who is required to appear in court by using a special database to verify an employee's college, grad. school, law, etc. degree. I also maintain a bankcard for ORC purchases. All of my duties can and are performed remotely and my ability to perform these duties will not be diminished by working remotely. In fact, I believe that working remotely enhances my ability to perform my duties by eliminating my commute and the stress/anxiety that goes with it.

A.J. D'Angelo (3RC30)

Remote Work Application – Support Narrative (in MS Word Format)

I am a Senior attorney with over 31+ years of EPA enforcement experience, including a voluminous number of litigated matters, multiple administrative hearings and a 16-month ORC managerial detail. As an enforcement attorney in the Region's Air & Toxics Branch, my work includes: collecting and analyzing documented evidence of violations in the development of a record to support CAA, FIFRA, TSCA and EPCRA enforcement actions, including the drafting of associated information requests, subpoenas, notices of violation and warrant packages; draft legal documents in support of administrative and civil judicial enforcement actions and litigation, including administrative complaints, consent agreements, orders and other similar and supporting documentation; performing associated legal research, drafting legal memos and briefing papers and analyzing legal matters of first impression to advise ECAD decision-makers in enforcement matters and policy decisions; providing recommendations to ORC and ECAD management concerning the referral of judicial enforcement cases to the Department of Justice and the commencement and pursuit of administrative enforcement actions before judicial and administrative tribunals; participation in case settlement negotiations, representing the Region in all phases of administrative and civil judicial litigation; and regular collaboration with EPA Region 3 and other regional, EPA headquarters (OECA and OGC) and state legal and enforcement management and staff in pursuit of national consistency in the enforcement of environmental requirements and in dealings with the regulated community, via participation in various regularly scheduled national enforcement conference calls. All necessary legal research may also be performed electronically through Westlaw, Hein Online, etc.

With the availability of Microsoft Teams and similar electronic communication platforms (e.g., Zoom), I have no need to attend internal or outside meetings in person – and have not done

so for these past 2 pandemic years. My various, regularly scheduled docket meetings, training courses (including continuing legal education courses necessary for attorney licensing) and other staff and management case-related meetings are all now being conducted successfully and efficiently via Microsoft Teams (or Zoom) and our EPA Administrative Law Judges have also expressed a preference for electronic hearings. In addition, outside parties now expressed a noted preference for such online meetings, as they save significantly in terms of travel, time and expense while still allowing for a personal meeting that can readily be attended by numerous representatives and which provides a ready presentation (*e.g.*, PowerPoint) platform. Internally, all legal document reviews, concurrences, signatures and filings are now performed electronically and have, therefore, also become fully conducive to remote work.

I have found remote work to be practical, efficient and less prone to interruption or distraction. Remote work dispenses with the lengthy commute I would otherwise have into the office (which is approximately 1 hour and 15 minutes each way to and from the office) and enables me to be more fresh, focused and attentive to my work while simultaneously affording me more time to attend to personal and ageing parental needs. My remote work will also result in Agency Transit Funds saving and (as my home is the same pay region as the office) my salary will not increase due to a locality pay change. I have also had the opportunity to attend both staff and managerial Telework training courses.

I have consistently been a high performer throughout my EPA career and prior to the pandemic, consistently received the Ex. 6 Personal Privacy (PP) performance ratings from my ORC Branch Chief supervisors. That has continued during these past 2 pandemic years, as I have received

Ex. 6 Personal Privacy (PP) performance ratings from my Branch Chief in each of these past 2 years of full remote work. I am confident in stating that ALL of my above-described work is now portable in

nature and does not require or necessitate the use of EPA office materials or equipment, other than my laptop. I also believe I have strongly demonstrated that I have become accustomed, comfortable and proficient at performing ALL of my work remotely--- and I therefore hope to be allowed and afforded the continuing opportunity and privilege of continuing to work remotely.

Thank you sincerely for your thoughtful consideration of my Remote Work Application.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Diane Schott	Job Title & Grade: Environmental Engineer GS-13
AAship/Region and Division: EPA Region 3 Land, Chemicals and Redevelopment Div	Address of Official Agency Worksite: 1650 Arch Street, Philadelphia, PA 19103-2029
Employee's Work Phone: 215-814-3430	Employee's Work E-mail Address: schott.diane@epa.gov
First-line Supervisor: Luis Pizarro	First-line Supervisor's Work Phone: 215-814-3444
Proposed Start Date: 2/27/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div>Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div>Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>7/19/2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I work well by myself and away from the office.

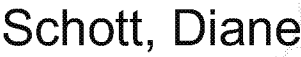

My duties are oversight of projects which are moving through the RCRA corrective action and PCB remediation process. I ensure facilities comply with applicable policy and regulations. I review and provide comment on document submittals-reports and workplans. Where needed, I distribute documents for technical comment and collate comments. Where applicable, I submit my comments and draft communications for review to technical experts, my management and/or ORC. Where needed, I seek technical and oversight support from the USACE and track and review their bills. I track in house and out of house progress- both in terms of moving projects along but also in terms of technical progress as to how well a remediation is progressing. I create charts and summary documents that document comments, decisions, project progress, remedial progress, and project summaries. I also coordinate and schedule meetings to discuss comments and progress. I maintain organized electronic folders for each project. I additionally provide technical support.

Approval/Disapproval (attach documentation):

☐
☐

Approved

Disapproved (cite reason(s) below)

Employee's Signature:  Digitally signed by Schott, Diane Date: 2022.02.09 15:46:10 -05'00'	Date:
Supervisor's Signature:  Digitally signed by LUIS PIZARRO Date: 2022.03.04 11:15:08 -04'00'	Date:
AA/RA (or designee) Signature:	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

From: Ford, Lucretia
To: R3_RemoteWork
Subject: FW: Approval of Remote Work Application - Prisk
Date: Friday, February 17, 2023 3:15:48 PM
Attachments: [image007.png](#)
[image008.png](#)
[image009.png](#)

From: Esher, Diana <Esher.Diana@epa.gov>
Sent: Friday, April 1, 2022 5:59 PM
To: Ford, Lucretia <Ford.Lucretia@epa.gov>; Schuman, Kevin <schuman.kevin@epa.gov>; Waters, Anthony <Waters.Anthony@epa.gov>
Cc: Marinelli, Joanne <Marinelli.Joanne@epa.gov>
Subject: Approval of Remote Work Application

I have carefully reviewed the remote work application for Carlyn Prisk and the information provided by the supervisor, Joanne Marinelli, regarding the applicable criteria.

Based on the AFGE Remote Work Article for bargaining unit employees, I approve this request. Per the EPA Order 3110.32, individual remote work agreements must be renewed every 12 months.

Diana Esher
Deputy Regional Administrator
US EPA Mid-Atlantic Region
Phone 215-814-2706
Email esher.diana@epa.gov



Melissa Pennington, EPA Region 3, Sustainability Coordinator
Land, Chemicals and Redevelopment Division
RCRA Programs Branch

R3 Food Team Coordinator

As the Food Team Coordinator I plan, organize and track all work conducted by the Food Team. This includes bi-weekly meetings with the members of the food team as well as bi-weekly meetings with my supervisor (Harry Daw) to share information about workloads, priorities and upcoming events. I prepare meeting agendas and track action items. All relevant information is maintained in a detailed OneNote notebook. The entire food team and my supervisor have access to the Food Team OneNote Notebook.

Several times a year, I prepare briefing materials for senior management briefings and gather input from all team members as needed. I either present the material or orchestrate presenters for specific topics.

I represent the Region 3 Food Team at Bi-Weekly Sustainable Materials Management (SMM) Executive Forum Meetings held by the Office of Resource, Conservation and Recovery (ORCR) at EPA HQ. This entails reporting on R3 Food Team activities, tracking HQ activities and workload requests from ORCR, and reporting back to my supervisor (when necessary).

All of this work is easily accomplished from my remote work station. The regular bi-weekly meetings and meetings with HQ occur over Teams. To ensure seamless communication with all team members, I use the form of communication that each team member prefers (e.g., Teams calls or chat, emails and/or regular phone calls).

I have all the tools needed to prepare briefing materials at my remote work station and senior management briefings also occur via Teams. If my presence in the office was required for a senior management briefing, I would be happy to accommodate such a requirement.

Grants Management

I currently manage regional SMM grant competitions and national anaerobic digestion grants for region 3 applicants. My role in grants management is anticipated to increase as the new grant programs are established for the SWIFR funding.

Managing grants includes, but is not limited to, attending planning meetings, writing and reviewing Requests for Applications (RFAs), reviewing and scoring grant applications, managing review teams, recommending award recipients, supporting the Region 3 grants office with the grant award process and working with the office of public affairs to conduct outreach activities regarding grants via press releases and social media.

All of this work is easily accomplished from my remote work station. All meetings both internal and with external partners are conducted over teams (or some other platform). I have access to the NGGS grants management system from my remote work station. All documents that I need to review and reference to manage grants are available to me on network drives or are sent to me via email. I can easily communicate with all the team members involved with administering these grants either by phone or over teams. There are no hard copy documents that need to be accessed from the regional office to complete the work.

Collaboration with Region 3 State Partners

I lead the Region 3 States Food Waste and Organics Recycling Forum. EPA's main goal for this forum is to be tuned in to the issues that are important to R3 states so we can understand how best to support them with their organics recycling needs. The Forum participates in quarterly Teams meetings including presentations of relevant tools and resources and open discussion.

This work is easily accomplished from my remote work station. The quarterly meetings occur over Teams and information is shared before and after meetings via email.

Outreach and Senior management events:

I work with regional senior managers to attend and speak at food waste and organics recycling events as requested throughout the year. This includes preparing materials to be presented by senior managers at events when requested to do so. Most of the time, I accompany senior managers to these speaking events.

All of the above-mentioned work can be accomplished from my remote work location. Working remotely does not preclude me from traveling to program related events.

National Workgroups and Expert Reviews

I participate on various national workgroups and provide expert reviews of technical documents (as requested). National workgroup work has always been conducted remotely either by phone or some other collaboration platform. Working remotely will not affect my participation in such workgroups or affect any review process. Technical documents for review are distributed electronically and comments are provided electronically.

Editor in Chief for the Anaerobic Digestion Website (National)

I developed the original content and build new site pages as appropriate to meet needs of the Sustainable Food Management program. I review and update current content on HQ WebCMS (content management system) schedule.

This work is conducted from my remote work location.

Administrative Tasks

All administrative tasks required for my job (e.g., leave slips, timesheets, travel requests, etc.) can all be completed electronically from my remote work location.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Donna Armstrong	Job Title & Grade: GS 1109-13 - Grant Specialist
AAship/Region and Division: R3 Mission Support Division	Address of Official Agency Worksite: 1650 Arch Street, Phila., PA 19105
Employee's Work Phone: 215-814-5393	Employee's Work E-mail Address: armstrong.donna@epa.gov
First-line Supervisor: Kenneth Rose	First-line Supervisor's Work Phone: 215-814-3147
Proposed Start Date: 1-20-22	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 5px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: 215-814-5393	Alternate Phone Number (if available): <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System. Compressed - 4 10's - off on Fridays	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature <div style="display: flex; justify-content: space-between; align-items: center;"> <i>Donna Armstrong</i> 1/20/2022 </div>	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>1/19/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I have been teleworking since it became available at EPA. My work is totally portable and no work will be unduly shifted due to working remotely. There is no adverse impact on other offices/programs. All work assignments can be performed effectively remotely. My work does not require access to in office resources. There will be no foreseen disruption to customer service with any agency customers or stakeholders. None of my duties require face to face customer service or coworker interface. I have a distinguished record of meeting performance plan objectives and working without close supervision. My record should speak for itself as I have been working remotely since the beginning and have never had any negative situations arise. The benefits to EPA are a positive impact on the environment, improvement of performance and productivity by providing a distraction-free work environment, greater flexibility, reduction of personal costs, reduces travel time and stress of commute which makes for a healthier, safer, physically and mentally employee. My roles, responsibilities, duties include:

Application review and processing from soup to nuts for assigned programs – review of initial applications and amendments and processing of grant awards.
Review of Financial Reports – and all closeout documents for official closing of grant
Baseline Reports – review of required documents during the life of grants
Monthly Reports for Grants Staff and Agency – run ad hoc reports as requested
Quarterly Reports for Agency – detailed reports for all grants awarded
Weekly Teams Meetings as requested and needed

I have access to all the necessary systems to complete the outlined duties from my remote work location and will be available for any meetings with customers, grantees, other grant specialists from my remote workplace using available technologies (teams)

Approval/Disapproval (attach documentation):

- ☐ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: <i>Donna Armstrong</i>	Date: 1/20/2022
Supervisor's Signature: <i>Kenneth J Rose III</i>	Date: 2/1/2022
AA/RA (or designee) Signature:	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Kathryn L Davies	Job Title & Grade: Hydrologist GS-1315-14
AAship/Region and Division: Region III SEMD	Address of Official Agency Worksite: 4 Penn Center, Philadelphia PA
Employee's Work Phone: 215-814-3315	Employee's Work E-mail Address: daves.kathy@epa.gov
First-line Supervisor: Jill Lowe	First-line Supervisor's Work Phone: 215-814-3123
Proposed Start Date: May 24, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 5px; margin: 5px 0;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; margin: 2px 0;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>7/18/2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

My work involves reviewing documents and providing written comments/recommendations pertaining to the investigation and remediation of contaminated groundwater at Superfund sites, consistent with program policies and guidance. I attend meetings with Potentially Responsible Parties and Federal Facility lead agencies to identify and resolve issues associated with these documents. I am also a Team leader for group of hydrogeologists. I meet individually and with the group to resolve technical issues, discuss consistent implementation of Superfund policies in groundwater cleanup; and provide training and mentoring on complex hydrogeological issues. I participate in national workgroups with other regions, ORD, and HQ and collaborate with other Federal Agencies. I make technical presentations to regional staff, managers, and state counterparts; provide instruction nationally to EPA project managers and communicate technical principles to citizens and elected officials through participation at Federal Facility and EPA sponsored Superfund public meetings. Since all documents and written review memos are submitted electronically and all meetings are conducted virtually, my remote work location will have no impact on the Agency's ability to accomplish its mission and goals.

Approval/Disapproval (attach documentation):

☐

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature:

KATHRYN DAVIES

Digitally signed by KATHRYN
DAVIES
Date: 2022.03.23 16:27:11 -04'00'

Date:

Supervisor's Signature:

JILL LOWE

Digitally signed by JILL LOWE
Date: 2022.03.29 07:05:07
-04'00'

Date:

AA/RA (or designee) Signature:

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Bevin Esposito – Attachment to Remote Work Application

All of my duties can be effectively performed remotely.

As the R3 Regional Hearing Clerk, I process electronically filed administrative settlements, orders, amendments/modifications, Complaints, Answers, Motions, lien filings, etc. I electronically receive, review, file, and transmit official documents submitted in administrative enforcement cases involving civil penalties, maintain the electronic administrative record for administrative matters, and maintain the electronic RHC tracking system for R3. I review electronically submitted filings and take all precautions to prevent the release of any proprietary business information and personally identifiable information. I publish documents to a public administrative docket site. I analyze documents to ensure that Part 22 rules are followed regarding the filing of documents, time frames/deadlines and form, and also coordinate with the OALJ and EAB regarding the electronic transmission of cases. Per Part 22, I serve as a “neutral in every proceeding” and exercise care to ensure that legal requirements and fundamental fairness are applied correctly in the processing of all filed documents. **All of this work is completed on my computer remotely with no need for in person or in office contact.**

I serve on the Enterprise Legal Case Management system workgroup with HQ OMS management, project coordinators, OALJ, EAB, OECA, and regions. I am an administrator of the system which has been designed for the management of administrative matters (post-Lotus Notes). Development is in the final stages for Phase 1. Additional system features will be rolled out in future phases. **All of this work is completed on my computer remotely with no need for in person or in office contact.**

I lead monthly RHC meetings with RHCs. I communicate relevant information, share ideas, report on RHC issues, systems, and provide assistance/training/guidance to individual RHCs via emails and Teams meetings. **All of this work is completed on my computer remotely with no need for in person or in office contact.**

I work with the ORC Deputy RC for Enforcement and the RJO to review, prepare drafts and emails, and update guidelines, checklists, and models for ORC regarding administrative settlements, RHC filings, stipulated penalties, ICIS submissions, etc. **All of this work is completed on my computer remotely with no need for in person or in office contact.**

I provide guidance/training to attorneys/program staff and ORC/ECAD management regarding SOPs, Standing Orders and filings. I assist case teams with the e-filing process, verify/validate certificate-based signatures of EPA employees and outside parties, and work to ensure CROMERR requirements are followed regarding signatures for filings/submissions. This work is completed via email and Teams meetings to ensure consistency. **All of this work is completed on my computer remotely with no need for in person or in office contact.**

For CERCLA lien matters, I assist the RJO throughout the process. I review/edit drafts of RJO correspondence and orders, conduct legal research, communicate (via email, conference calls, Teams) with property owners/counsel, EPA attorneys, etc. regarding filings, process, meetings, status, and scheduling orders. I coordinate virtual lien meetings/hearings which may include court reporting services. I maintain electronic lien administrative records and indexes. **All of this work is completed on my computer remotely with no need for in person or in office contact.**

I assist the RJO with motions and orders by reviewing/editing drafts and conducting legal research. I ensure that EAB and OALJ procedures are followed and coordinate with the Clerks of the EAB and ALJ. Documents are transmitted to the OALJ and EAB electronically. **All of this work is completed on my computer remotely with no need for in person or in office contact.**

I assign and track docket numbers for administrative matters and maintain a spreadsheet of settlements submitted to the RJO for review using Excel and OneDrive. **All of this work is completed on my computer remotely with no need for in person or in office contact.**

I monitor/receive/track public comment submissions for certain administrative matters. I track comments/commenters, forward relevant information to appropriate staff, and provide commenters with proposed documents and responses, as needed. Comments are submitted to the RHC electronically. Finalized documents and responses are transmitted electronically. **All of this work is completed on my computer remotely with no need for in person or in office contact.**

I prepare helpful tips/friendly reminder emails to enforcement attorneys/program staff regarding CAFO/ESA submissions for RJO review, Part 22 administrative filings, and stipulated penalties. **All of this work is completed on my computer remotely with no need for in person or in office contact.**

I review draft language and make suggestions to attorneys and program staff regarding stipulated penalty language to be included in judicial and non-Part 22 administrative documents and demand letters to ensure compliance with the ORC Stipulated Penalty SOP. **All of this work is completed on my computer remotely with no need for in person or in office contact.**

I serve as a point of contact to the Cincinnati Finance Center (CFC), R3 ICIS staff, HQ ICIS staff, DOJ Finance staff, and OECA staff regarding the processing of administrative penalties and stipulated penalties. I routinely provide case specific information/data to ensure accurate and timely reporting/processing of R3 matters. I field case status requests regarding open cases and receivables, and provide necessary evidence to CFC staff and ICIS staff to close judicial and administrative settlements (after consultation with R3 staff/management, if necessary). Tasks are completed via email and through various EPA systems. I review filed settlement document payment terms and work with CFC staff to ensure receivables are properly assigned/created. **All of this work is completed on my computer remotely with no need for in person or in office contact.**

I assist attorneys with ICIS submissions for administrative and judicial matters to ensure timeliness and accuracy. I send email reminders to attorneys regarding ICIS submissions. I review submitted/entered data for administrative matters in ICIS. I review ICIS reports quarterly, MY, EOY and provide updates/edits/QA. I work with ICIS staff to ensure data quality of ORC submissions and administrative filings. I work with ICIS staff to troubleshoot ICIS submission/entry issues to ensure that R3 receives appropriate credit for enforcement matters. Tasks are completed via email and through EPA systems. **All of this work is completed on my computer remotely with no need for in person or in office contact.**

I assist attorneys with Annual Accounts Receivable Update Requests from CFC. I perform attorney state bar verifications. Tasks are completed via email and through research on state websites. **All of this work is completed on my computer remotely with no need for in person or in office contact.**

I assist the RJO with regional delegations (new and revised) by researching existing regional and HQ delegations, editing, preparing internal memos, etc. **All of this work is completed on my computer remotely with no need for in person or in office contact.**

I research court document information in Westlaw and PACER, and provide financial information from Compass to ORC/ECAD management and staff concerning administrative and judicial matters to ensure timely closure of matters. I respond to requests from the CFC and HQ regarding open cases and receivables. I research judicial settlements and old bankruptcies, and provide docket sheets, termination information, etc. to ICIS staff, CFC staff, attorneys, and ORC management. Tasks are completed on my computer and through EPA systems and internet resources. **All of this work is completed on my computer remotely with no need for in person or in office contact.**

I conduct primary and secondary research, complete data analysis and compelling products that result in high-level summaries of strategic issues, findings, and implications. I deliver my research via email and discuss findings and issues in Teams meetings. My qualitative and quantitative research methods are applied to develop written materials related to financial, business, technology, operational, or stakeholder issues. Written documents are prepared and organized to share findings and gain insights on specific research topics. I actively participate in national workgroup meetings via Teams. I train others EPA employees via Teams in my areas of expertise and share knowledge with colleagues. **All of this work is completed on my computer remotely with no need for in person or in office contact.**

I conduct investigative and litigation support and provide written communications of factual information and legal analyses. I complete these tasks on my computer. For litigation assistance, documents are reviewed in systems and databases, and transmitted electronically. I obtain (through electronic resources) and review records, court documents, and docket sheets. I manage electronic files utilizing techniques of indexing and electronic case management. I communicate effectively in writing and in Teams meetings on behalf of ORC and EPA. I apply my knowledge and skills of statutes, regulations, policy, guidance, rules, Agency practices, and other pertinent information, to written communication and documents. I review and edit written work to ensure that it is legally sound and grammatically correct. **All of this work is completed on my computer remotely with no need for in person or in office contact.**

As explained above and in Section 4 of my application, my duties are completed on my computer, and via conference calls or in Teams. **Approval of this remote work request will not diminish the Agency's ability to accomplish its mission and meet its operational goals because all of the duties outlined above and in Section 4 of my application can be accomplished virtually via computer resources including Outlook, Teams, SharePoint, OneDrive, Adobe, Excel, Word, PowerPoint, Westlaw, PACER, Compass, Lotus (and successor system Salesforce) and other software, internet programs, and EPA databases/systems.**

Chesapeake Bay Regulatory Manager Remote Work Responsibilities

Overview

I am serving as the Chesapeake Bay Regulatory Manager for the Water Division stationed out of Philadelphia, PA. I have successfully navigated coming into this role under remote work and maintained the momentum and leadership during the COVID 19 pandemic. I attribute my success to the fact that the Chesapeake Regulatory Manager role can function as a “remote” position, even when sitting in the Regional Office. The nature of the position requires using remote technology to meet with partners and stakeholders monthly and more frequently to collaborate on strategic planning in meeting the Bay goals since we are separated across the watershed. I propose to continue work remotely, at least for the next 6 months, as the majority of my days are spent on conference calls with partners across the watershed or focusing on self-directed work such as developing agendas, managing the WD Chesapeake Bay budget, and preparing briefing materials for management.

In general, even as we return to the office, many reoccurring meetings that dominate my daily schedule will remain virtual due to the nature of the partnership being spread across the watershed, the convenience of virtual technologies, and the cost and time savings and reduced environmental impact associated with less driving to meetings. Generally, major partnership face to face meetings occur annually or even every other year.

A major function of this position is communication and teamwork which encompasses in a lot of conference calls or virtual meetings each week since there is such close collaboration with CBPO and R2, in addition to the non-EPA partners. On a routine basis I:

- Organize and execute weekly briefings of EPA management including WD, CBPO, and Region 2 on Chesapeake Bay activities and actions that impact programs within the Water Division.
 - Includes biweekly planning calls/meetings with partners at CBPO and in Region 2 to stay up to speed on the latest issues and to craft timely agendas and advise presenters on presentations targeted to top line messages
 - These meetings will continue to include virtual elements due to being spread across the watershed.
- Serve as the Vice Chair for the WQGIT which added biweekly virtual planning meetings to my schedule to coordinate with CBPO and DDOEE (Chair of the WQGIT), in addition to participating on and helping to lead the monthly calls.
 - As the EPA representative on the WQGIT, I participate in several of the virtual monthly workgroup meetings such as the BMP verification workgroup, the Land Use Work group, and will participate on the Ag and Urban sector workgroup meetings as issues arise and the Federal workgroup meetings as I am able to attend. I also serve as the Chair for the Milestones Workgroup.
 - Collaborate and co-lead the WQGIT project on Maintaining Forests in Stream Corridor Restoration and will direct the public engagement piece of this project (webinar).
 - These meetings have always been virtual due to the partnership distance and structure and will continue as such. In person meetings are infrequent, but will be attended as they arise.

- Participate on weekly virtual Chesapeake Bay communications meetings, biweekly virtual meetings with WD, CBPO, and PADEP on PA concerns within the partnership and with implementing its WIP and milestones, and monthly management level meetings with WD, CBPO, and PA on WIP/Milestones and grant progress.
 - These meetings will continue to be virtual to save on travel costs and convenience. In person meetings will be attended as they arise.
- Organize and execute the biannual evaluation of two-year milestones. Involves remote calls/meetings since these include CBPO and R2, in addition to WD, ECAD, and ORC staff support. Typically there is one in person manager briefing during this process. This briefing would resume as in person in 2024 since these evaluations are every other year.
 - I developed SOPs and timelines for the review team and hosted several virtual training sessions in order to review what to expect during the evaluation process and deadlines.
 - I utilized the email, conference calls and the Teams platform to collaborate on documenting the WD, ECAD, and ARD progress in meeting EPA's Chesapeake Bay milestones and to develop EPA's commitments for the 2022-2023 milestones.
- Develop and update briefing papers related to EPA federal action options and coordinate with WD management and ECAD. This work will continue using remote collaborative tools, like Teams.
- Collaborate across the WD programs to support Chesapeake Bay Executive Order and Bay Agreement goals through the WD programs (Increasing awareness and opportunities to use EPA funding, plastics pollution, wetland restoration, etc.)
- Oversee and manage the Bay TMDL website. This work can be performed through individual time to draft language updates and edits and using document sharing tools to circulate documents for comment.
- Draft or support development of WD responses to correspondence and controls that address EPA oversight or regulatory programs within the Water Division.
- Recent requests for public presentations have been focused on modeling tools and updates led by CBPO. During the pandemic there were no requests for public presentations from WD with respect to Chesapeake Bay oversight. As partners begin to meet in person I will have a better estimate for frequency of meetings and travel costs. To date, I have not received any requests for public presentations in 2022. Typically, these are day trips and include mileage, gas, and tolls.

Another facet in this position involves program management. I will continue to lead the following activities:

- Continue to mentor and support the new PA and DE lead, as well as the other State WIP leads, as needed. I will continue to have weekly Teams meetings with the PA/DE lead and biweekly Teams meetings with all State WIP leads.
- Oversee the finalization of EPA's evaluation of PA's final draft amended Phase III WIP. This involves continued coordination, similar to the Milestones Evaluation, with WD, ECAD, ORC, and CBPO with email and Teams meetings in addition to developing timelines and guidance documents.
 - Continue to collaborate with CBPO on emerging issues such as climate change, Conowingo, and CAST model updates.

- Collaborate within the agency on the EPA evaluation of achieving the 2025 targets for water quality and across the Bay partnership on implementation and oversight of partnership goals beyond 2025.
- Coordinate briefing documents related to potential federal actions for PA or other jurisdictions, as needed. This includes working with the communications team on messaging.
- Coordinate with ORC and others related to the ongoing Chesapeake Bay litigation and updates to the administrative record.
- Oversee the WD Chesapeake Bay funds which largely involves calls and email communication with WD management and the WD Program Analyst to develop the list of projects. I worked with management to develop the WD Ches Bay funding strategy and continue to oversee the implementation of the strategy.
 - The budget work can continue to be developed remotely and involves calls and emails to finalize the list of projects and to coordinate with the WD program analyst to ensure projects are funded. Monthly tracking of the “Status of Funds” report can be performed individually and I will participate on monthly budget calls with MSD, the WD Deputy and Program Analyst.
- Facilitate the WD response for the OMB CBARA report. I coordinate with R2 to calculate the funding levels for SRF, 106, and 319 programs for R2 (NY) and R3. This work will continue to be developed remotely using email and conference calls/Teams as needed.
- Continue to participate on Management Board and PSC meetings to track Bay agreement progress and Executive Order actions that include WD programs.

Travel

Many Chesapeake Bay meetings offer remote opportunities and several groups have yet to start meeting in person. I don’t anticipate any in person meetings until fall 2022. Most travel includes day trips which involve driving to and from a meeting (gas, miles, tolls or Amtrak if traveling to Harrisburg or DC). I don’t recall my predecessor having many overnight meetings in the course of a year. I estimate 2-4 overnight meetings in the watershed per year from what I recall from her travel.

For meetings in the Regional office, the cost to travel on PATCO into the office is ~\$6 round trip.

Conclusion

I have continued to demonstrate my ability to perform my work independently while working remotely and have received distinguished (2) and effective (1) ratings at my latest performance review. I have a continued record of receiving outstanding performance appraisals and demonstrated the capability and work habits to work independently, consistently meet deadlines, shown strong planning and organizational skills, have frequent communication with my management, coworkers and partners and have effective time management skills.

Working remotely has not inhibited my performance in any manner and has provided me with the ability to take on additional roles, such as the WQGIT Vice Chair, while continuing to meet the objectives of the Agency. Thank you for your consideration of this remote application.

Appendix A: Kelly Somers Summary of Duties

Provided in this appendix is a summary of duties to be performed fully remote. Access to the Regional Office is not required to fully perform any of these duties and all remote activities can be performed on EPA issued laptop. Any external meetings are likely to occur on site at partner locations and any travel cost are anticipated to be de minimus.

Critical Element #1: Program Management/ Grant Management

- **Grant Management:** Manage 5 grants: Delaware River Basin Commission (DRBC) 106, Susquehanna River Basin Commission (SRBC) 106, Interstate Commission Potomac River Basin (ICPRB) 106, DC 604B and DC 106 using EPA's web based NGGS platform.
 - All PO reporting duties are completed via the NGGS web platform and record keeping is done on EPA's Grant File Sharepoint. Official grantee communication is delivered by email and/or remote MS Teams meetings.
- **Program Management:** *Delaware Basin Federal Interagency Team (DBFIT)* – remote, monthly meetings sharing important Delaware Basin updates; *Trash Free Waters (TFW)* – Continuously forging new relationships and actively looking for innovative resources to grow the program by participating in meetings, conferences, workshops, literature reviews with external stakeholders to grow the program; survey and sample for trash and microplastics in Region 3 watersheds, vice-chair the CB Plastic Pollution Action Team, coordinate with regional, national and International partnerships via Microsoft Teams, provide technical review on grant programs and workplan; *Submerged Aquatic Vegetation (SAV)* – Survey the Delaware River and collect acoustic data; post-process data and post geospatial data for public use using EPA's web-based geoplatform; author reports; participate and comment on external watershed stakeholder groups via remote platforms or on site at external partners location

Critical Element #2: EPA Teamwork and Cooperation

- **Internal Teamwork:** Providing technical support to Nonpoint source GIS web application; Co-Lead Cross-Division SAV Project; NEP Coordination between POs and STAC and share and comment on technical information via shared Microsoft Teams group; Continuing to work with ORD to build relationship and capacity with microplastics; worked cross programmatically to coordinate comments on grant workplans and Delaware Basin dockets via email
- **External Teamwork:** Delaware River Restoration Fund NFWF Grant Review Team and staff support for NFWF Planning team; Vice-chairing a multi-disciplinary action team for plastic pollution (The Chesapeake Bay Plastic Pollution Action Team); Coordinate with NOAA's Mid-Atlantic Marine Debris program to complement our work and support federal supported efforts; Active member of the Science and Technical Advisory Committee for 4 NEPs in the Mid-Atlantic; Team member of several sub-committees for National Estuary Programs including seagrass and monitoring; Developed new relationship with Department of Energy and Seabin Foundation to create new microplastics and trash reduction projects

Critical Element #3: EPA Building Coalitions and Communication

- Participate in Internal and External Agency Workgroups (CCMP Workgroup, STAC, Marine Debris Reduction, etc) via remote platforms

FY2022 Current Assignments to be fulfilled fully remote

- **Trash Free Waters and Microplastics Coordinator:** Vice-chair the CB Plastic Pollution Action Team; Technical lead for several microplastics contracts and projects; Participate in TFW/Microplastics workgroup calls internal and external; Provide technical review as needed internally and externally (ORD, watershed partners, HQ)
- **Delaware Basin Federal Interagency Team:** Participate in Monthly Calls; Disseminate Materials for review among EPA divisions and programs; Coordinate and coalesce responses to USACE
- **National Estuary Program Science and Technical Advisory Coordinator (STAC) Lead:** Participate in quarterly STAC meetings and other relevant subcommittee meetings; review, comment and author technical reports; coordinate review and oversight on NEP business with NEP program coordinators
- **River Basin Commission Coordinator and Project Officer (DRBC, SRBC, ICPRB); DC 106 and 604B PO:** coordinate internally with EPA program leads to discuss milestones and progress via e-communication; use NGGS to process and award all grant documents; use Grant folder Sharepoint to manage documentation; communicate with grantees via email on project implementation and grant requirements (ie QA and progress reports)
- **SAV Co-Lead:** Annual river sampling over summer; post-process data and share in desktop applications via proprietary software and EPA's Geoplatform; share/communicate information with watershed partners; provide technical input on SAV projects and programs to watershed partners
- **USFWS Delaware River Basin Watershed Coordination:** Technical review of RFPs and grant proposal; coordinate programmatic goals among federal partners; support management in program oversight

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Kelly Somers	Job Title & Grade: Physical Scientist / 13
AAship/Region and Division: Region 3 Water Division	Address of Official Agency Worksite: 1650 Arch Street
Employee's Work Phone: 215-814-2719	Employee's Work E-mail Address: somers.kelly@epa.gov
First-line Supervisor: Catherine Magliocchetti	First-line Supervisor's Work Phone: 215-814-2174
Proposed Start Date: 02/27/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code):	
Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <small>Ex. 6 Personal Privacy (PP)</small>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>01/21/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

My duties as a Senior Watershed Coordinator can be effectively executed at my remote work location full time. My duties i

Approval/Disapproval (attach documentation):

- ☐ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: KELLY SOMERS	Digitally signed by KELLY SOMERS Date: 2022.01.21 14:59:48 -05'00'	Date: 1/21/2022
Supervisor's Signature: CATHERINE MAGLIOCCHETTI	Digitally signed by CATHERINE MAGLIOCCHETTI Date: 2022.01.26 09:42:55 -05'00'	Date: 1/26/2022
AA/RA (or designee) Signature:		Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

From: [Esher, Diana](#)
To: [Burch, Alfred](#)
Cc: [Ford, Lucretia](#); [Schuman, Kevin](#); [Waters, Anthony](#)
Subject: Approval for Remote Work - McGuigan
Date: Tuesday, June 7, 2022 1:03:38 PM
Attachments: [image003.png](#)
[image004.png](#)
[image005.png](#)

I have carefully reviewed the remote work application for Kendra McGuigan and the information provided by you, as the supervisor, regarding the applicable criteria.

Based on the AFGE Remote Work Article for bargaining unit employees, I approve this request. Per the EPA Order 3110.32, individual remote work agreements must be renewed every 12 months.

Please be on the look out for further instructions from Lucretia Ford on how to proceed with this approval. You may let your employee know that it's been approved and moving through the final process.

Diana Esher
Deputy Regional Administrator
US EPA Mid-Atlantic Region
Phone 215-814-2706
Email esher.diana@epa.gov



Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Michael Markowski	Job Title & Grade: Environmental Protection Specialist GS-0028-13
AAship/Region and Division: Region 3, Air and Radiation Division	Address of Official Agency Worksite: 1650 Arch St., Philadelphia PA 19103
Employee's Work Phone: 215-814-2063	Employee's Work E-mail Address: markowski.mike@epa.gov
First-line Supervisor: Andrea Bain	First-line Supervisor's Work Phone: 215-814-3292
Proposed Start Date: 3-21-2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>1-21-2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

See Attachment A.

Approval/Disapproval (attach documentation):

- ☐ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: MICHAEL MARKOWSKI	Digitally signed by MICHAEL MARKOWSKI Date: 2022.01.25 11:44:07 -05'00'	Date: 1-25-2022
Supervisor's Signature: ANDREA BAIN	Digitally signed by ANDREA BAIN Date: 2022.03.10 14:34:36 -05'00'	Date:
AA/RA (or designee) Signature:		Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Susanne Haug	Job Title & Grade: Remedial Project Manager, GS-13
AAship/Region and Division: R3 SEMD	Address of Official Agency Worksite: 1650 Arch St., Philadelphia, PA 19103
Employee's Work Phone: 215-814-3394	Employee's Work E-mail Address: Haug.Susanne@epa.gov
First-line Supervisor: Deborah Goldblum	First-line Supervisor's Work Phone: 215-814-3432
Proposed Start Date: 4/25/22	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>4/1/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

My duties are:

- Oversee 4 Federal Facility Superfund sites
- Provide technical and programmatic review of documents submitted by other federal agencies to ensure that they are consistent with CERCLA laws, regulation, and guidance
- Manage workload to ensure that numerous documents are reviewed efficiently and in align with EPA and the other federal agency's schedule
- Coordinate reviews with appropriate technical support staff, CICs and attorneys as necessary
- Schedule internal and external meetings to communicate expectations and address complex issues
- Lead internal meetings with support staff
- Represent EPA in meetings with other federal agencies
- Enter data into the Superfund Enterprise Management System

Approval/Disapproval (attach documentation):

☐

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature:

SUSANNE HAUG

Digitally signed by SUSANNE
HAUG
Date: 2022.04.04 17:28:57 -04'00'

Date:

4/4/2022

Supervisor's Signature:

DEBORAH
GOLDBLUM

Digitally signed by DEBORAH
GOLDBLUM
Date: 2022.04.05 07:33:25 -04'00'

Date:

AA/RA (or designee) Signature:

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Dolores M. Cremeans

ATTACHMENT TO APPENDIX D

government at hazardous waste sites addressed under the Comprehensive Environmental Response Compensation and Liability Act (CERCLA, or Superfund). The CRPs are used for cost recovery actions such as: negotiations with Potentially Responsible Parties (PRPs); case referrals to the Department of Justice for enforcement; bankruptcy proceedings; property liens; and oversight billings relating to Superfund sites.

Compiling and analyzing cost data and reconciling discrepancies in financial documents with those allowable expenses incurred during remediation activities performed at Superfund sites.

Reviewing invoices and related information and documents in CRPs in SCORPIOS to determine the supporting documents needed and ensuring that all relevant, appropriate, and necessary documentation is included. This involves searching SEMS for documents, requesting documents from Project Officers, and reviewing documents.

Summarizing work from contract documents and inserting into the CRPs in SCORPIOS so the descriptions of work to support costs are included in the CRPs.

Coordinating through Teams, email, and phone with the Regional Finance Office (Finance), CRS Chief and staff, SEMD Remedial Project Managers, the Cincinnati Finance Office (CFO) and Office of Regional Counsel (ORC) staff.

Prepare final CRPs for billing for reimbursement of EPA Region III Superfund site expenditures. This involves:

- 1) through email, receiving draft CRPs for annual billings from the Regional Finance Office (Finance);
- 2) performing initial review of the draft CRPs and case files;
- 3) scheduling Teams meetings to review costs in CRPs to ensure they are related to work performed at the applicable Superfund sites and are reimbursable under the applicable enforcement orders;
- 4) following up on issues relating to bill CRPs through email, Teams, and phone;
- 5) in Adobe, prepare the PDFs of draft bill CRPs by notating the costs to be billed, the addressees of the bills, and other instructions to finance, then sending to finance for finalization;
- 6) receiving, reviewing, and concurring on emailed concurrence packages for bills from Finance;
- 7) through email, receiving final bills sent by finance, saving and sending electronic documents to be filed into the Superfund Enterprise Management System (SEMS);
- 8) tracking bill payments in Compass Data Warehouse (CDW);
- 9) coordinating with the CFO, Finance, site Attorneys, RPMs, and other contacts regarding billing and payment issues;
- 10) compiling, analyzing, and preparing supporting documentation; and
- 11) sending supporting documents to PRPs through the Agency's secured file-transfer system, GoAnywhere.

Participating in staff meetings and other meetings with various staff members through Teams.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Gregory DeCOAT	Job Title & Grade: Physical Scientist GS13
AAship/Region and Division: Region 3	Address of Official Agency Worksite: 301 NAGES ROAD FT MEADE, MD 20755
Employee's Work Phone: 215-814-2036	Employee's Work E-mail Address: becoat.gregory@epa.gov
First-line Supervisor: Michael Gordon	First-line Supervisor's Work Phone: 215-814-2039
Proposed Start Date: 5/1/22	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code):	
<h3 style="margin: 0;">Ex. 6 Personal Privacy (PP)</h3>	
within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px solid black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>4/1/22</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Please see attached

Approval/Disapproval (attach documentation):

☐ Approved

☐ Disapproved (cite reason(s) below)

Employee's Signature:

Wayne A. Beant

Date:

4/19/22

Supervisor's Signature:

MICHAEL
GORDON

Digitally signed by MICHAEL
GORDON
Date: 2022.06.15 12:40:03
-04'00'

Date:

AA/RA (or designee) Signature:

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Attachment 1

Sample Job Duty Chart

Job Duty Description	How Work is Received	How Work is Performed
Communicate policy and procedural guidelines to state, local, and tribal air agencies, and work with them to coordinate the development of regulations, required revisions to State Implementation Plans (SIPs), and source-specific SIP actions.	Communication is received via Phone calls, email and/or TEAM meetings.	This responsibility is successfully performed via two-way communication. The communication aspect is carried out via phone calls, email, TEAM meetings, and in some instances, WebEx and Go-to meetings platforms. SharePoint is also used to receive and track information. I am the lead coordinator for the West Virginia (WV) state calls as well. I communicate with WV via email and phone. Our monthly calls are performed via the TEAMS platform.
Maintains Regional and National databases and websites to reflect the status of SIPs	SIPs are received and processed via a SPeCs database and/or by email. Both drafts and final versions are submitted through this database. Prompted via email for website updates.	SIPs are processed via the SPeCS/Airtrax database (online). I assign project officers and supervisors and give access to all corresponding SIPs via SPeCS. I assist the States with ensuring that their SIPs are properly uploaded to the databases for distribution. I follow the appropriate procedures to ensure that SPeCs, Airtrax (our regional database), and EAMS (national database) are maintained, and all data is inputted properly.
Reviews and prepares rulemaking packages to be published in the Federal Register for assigned SIPs. Reviews SIPs for concurrence by predetermined timelines.	SIPs are placed in concurrence by the project officers via a Regional SharePoint application. The standard review time is 2 weeks; however, in certain instances, review is requested at an earlier timeframe.	I perform my review of all SIPs via Microsoft Word/PDF. I receive notification of SIPs in concurrence via email and I access the SIP actions via the Regional SharePoint application. Whenever the project officer, attorney, and/or first-line supervisor comments on the document, I am informed via email, and I can continue my review. Once my comments are completed and accepted, I can virtually sign off on the document and it is subsequently prepared for final Regional Administrator signature and prepared to be published in the Federal register.
Updates SIP documents and templates to reflect current language used by the federal register.	Template updates are on an as needed basis. Requests are received via email from the regional workgroup, Office of Policy, and or Office of Federal Register.	I perform all updated using the Agency's intranet. All documents and templates are stored on the office's G: drive which can be access remotely as long as I am signed into the VPN.

<p>Processes conformity determinations in a timely manner.</p>	<p>Conformity determination reports are received via email or online databases provided by the associated metropolitan planning organization. Requests for review, from Federal Highway and Federal Transit, are received via email.</p>	<p>I complete all conformity reviews via an electronic process. After my review is completed, I email all documentation to our administrative assistant to prepare for electronic signature. I sign and then email to my supervisor (along with a one-paragraph blurb) for signature. The signed copy of the technical support document and letter to the state is then emailed to our Division Director for final signature before submitting the official review to Federal Highway.</p>
<p>Keeps supervisor and coworkers up-to-date on status of work and discuss critical problems/issues.</p>	<p>Any updates typically are received via workgroup calls and/or emails.</p>	<p>The most common update as the SIP coordinator is when a national action becomes red or yellow-lighted. At this particular notion, the Region is unable to act on any SIPs applicable to the national issue. It is my responsibility to keep my office up-to-date when this occurs as it impacts everyone. This information is distributed via email and/or an office TEAMS meeting.</p>

Employee Schedule Request

Empl ID

Name Gregory Becoat

Employee Type

Workflow Status Approved

Department EPA Organizational Code

Request Date/Time 10/16/19 10:39AM

Job Standard Hours 80.00

Schedule Details

Existing schedule

Current Schedule Group EPAF09 Current Effdt 10/27/2019

Current Schedule ID EPAF09S00339

Week 1

Day 1 (Sun)	0.00
Day 2 (Mon)	0.00
Day 3 (Tue)	9.00
Day 4 (Wed)	9.00
Day 5 (Thu)	9.00
Day 6 (Fri)	9.00
Day 7 (Sat)	0.00

Week 2

Day 8 (Sun)	0.00
Day 9 (Mon)	9.00
Day 10 (Tue)	9.00
Day 11 (Wed)	9.00
Day 12 (Thu)	9.00
Day 13 (Fri)	8.00
Day 14 (Sat)	0.00

Future schedule

Effective Date 10/27/2019

Schedule Group EPAF09 EPA FT CWS6/4-9Cnprsd Sch Grp

Schedule ID EPAF09S00204 Schedule Type Elapsed

Week 1

Day 1 (Sun)	0.00
Day 2 (Mon)	9.00
Day 3 (Tue)	9.00
Day 4 (Wed)	0.00
Day 5 (Thu)	9.00
Day 6 (Fri)	9.00
Day 7 (Sat)	0.00

Week 2

Day 8 (Sun)	0.00
Day 9 (Mon)	9.00
Day 10 (Tue)	9.00
Day 11 (Wed)	9.00
Day 12 (Thu)	9.00
Day 13 (Fri)	8.00
Day 14 (Sat)	0.00

Request History

Workflow Action	Name	Action Date	Comments
Approved	Susan Spielberger	11/04/2019	
Submitted	Gregory Becoat	10/16/2019	Now Work every Monday with every other Wednesday off and/or work from Home.

Approval Chain Status

4/1/22, 10:27 AM

Schedule Request History

TRANSACTION_NBR=43252:Approved

Approval Chain Status

Approved

SHIE, BECKER

Uses Supervisor ID
11/04/19 - 11:57 AM



Appendix B – EPA Remote Work Self-Certification Safety Checklist

	Select a Response	Comments
1. Is the space free of asbestos material?	Yes	
2. If NO, is the asbestos undamaged and in good condition?	N/A	
3. Does the space appear to be free of indoor air quality problems?	Yes	
4. Is the workspace free from excess noise?	Yes	
5. Is water available and drinkable in the space?	Yes	
6. Is ventilation adequate?	Yes	
7. Is a bathroom available with hot and cold running water?	Yes	
8. Are there handrails for stairs with more than 3 steps?	N/A	
9. Are circuit breakers/fuses in the electrical panel labeled as to intended service?	Yes	
10. Do circuit breakers clearly indicate if they are opened or closed?	Yes	
11. Is electrical equipment free of recognized hazards that would cause physical harm (for example, frayed wires, bare conductors, loose wires, exposed wires fixed to the ceiling, a rat's nest of plugs in a single outlet and so on)?	Yes	
12. Will the building's electrical system permit the grounding of electrical equipment?	Yes	
13. Are aisles, doorways, and corners free of obstructions to permit visibility and movement?	Yes	
14. Do file cabinets and storage closets open so they do not obstruct walkways?	Yes	
15. Do chairs have stable and secure wheels/casters?	Yes	
16. Are rungs and legs of chairs stable and sturdy?	Yes	
17. Are the phone lines, electrical cords and extension wires safely secured?	Yes	
18. Is the office free of combustible materials?	Yes	
19. Is there adequate electrical lighting to accomplish the work assignments?	Yes	
20. Are floors surfaces clean, dry, and level?	Yes	
21. Are carpets well secured to the floor and free of frayed or worn seams?	Yes	
22. Are there any other known safety issues that should be addressed for this workspace?	No	

This checklist is designed to assess the overall safety of the Remote Work Location and must be completed and given to your supervisor with your Remote Work Agreement. Signing this form does not guarantee that the RWL is hazard free but does verify that the employee has made a reasonably careful inspection for potential hazards. Employees are responsible for informing their supervisors of any changes to their RWL that could impact the health and safety of the employee and others.

Employee Signature **GREGORY BECOAT**

Digitally signed by GREGORY BECOAT
Date: 2022.04.01 09:12:53 -04'00'

Supervisor Signature

MICHAEL GORDON

Digitally signed by MICHAEL GORDON
Date: 2022.06.15 12:38:20 -04'00'

Certificate of Completion

For:
Telework Fundamentals - Employee Training
Roadmap to Telework Success Quiz

*NOTE: This certificate is for lesson 5 of 5 of this course.
You must possess certificates for all 5 lessons of this course to show completion of the course.*

Presented to:

Gregory Becoat

April 1, 2022



Print this certificate

Close this window

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: John Hopkins	Job Title & Grade: Physical Scientist, GS-13
AAship/Region and Division: EPA Region III - Land, Chemicals & Redevelopment Division	Address of Official Agency Worksite: 4 Penn, 1600 JFK Blvd, Philadelphia PA
Employee's Work Phone: (215) 814-3437	Employee's Work E-mail Address: hopkins.john@epa.gov
First-line Supervisor: Luis Pizarro	First-line Supervisor's Work Phone: 215-814-3444
Proposed Start Date: 12/12/2022	If Temporary, Proposed End Date:

~~Address of Remote Work Location (Including city, state and zip code):~~

Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:

☐ Yes

☒ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number:

Ex. 6 Personal Privacy (PP)

Alternate Phone Number (if available):

Request:

Check one: ☒ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☒ Remote Work Training taken on 4/7/2022 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

My duties are oversight of projects through the RCRA corrective action process in accordance with policy and regulations. The review of reports and work plans are also a major part of my role. Where necessary, I submit comments for review to technical experts, management and/or ORC. For a few of the facilities, I seek technical and oversight support from the USACE, track and review their bills. I maintain charts to track progress at each of the facilities I manage. I also coordinate and schedule meetings to discuss comments and progress internally and externally. I maintain organized electronic folders for each project on my hard drive and on the One Drive cloud. I additionally provide technical support for GIS. I participate in virtual meetings and review email messages. Communications are documented by saving messages and maintaining meeting notes and logs. All deliverables and communications are conducted electronically as we attempt to save paper. Communications with coworkers and supervisors are conducted electronically and by phone. I document my work hours, maintain and review my calendar to make note of any upcoming meetings each day. My work is performed remotely having a laptop, a phone and the Internet. I may need to go into the office on occasion,



Approval/Disapproval (attach documentation):

☐

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature:  JOHN HOPKINS <small>Digitally signed by JOHN HOPKINS Date: 2022.12.13 13:36:08 -05'00'</small>	Date: 12/13/2022
Supervisor's Signature:  LUIS PIZARRO <small>Digitally signed by LUIS PIZARRO Date: 2022.12.13 13:54:23 -05'00'</small>	Date: 12/13/2022
AA/RA (or designee) Signature:	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

I am an inspector and case developer in Region 3's Enforcement and Compliance Assurance Division (ECAD). My work involves conducting inspections, writing inspection reports, writing compliance determinations, and working with regional counsel to negotiate settlements and address violations of the Clean Water Act. I have been able to successfully accomplish all of my work during the past two years of mandatory/ maximum telework, and I will be able to continue to do so moving forward given the agency's investment in improved online digital workplace, including Teams, Sharepoint, and the network drives.

Below are all of my PARS performance elements and how I can perform all of my duties as effectively from my remote work location as from the official agency worksite. I have already performed all of my duties exceptionally well during the past two years of remote work due to COVID-19 pandemic; I received Ex. 6 Personal Privacy (PP) on my FY21 PARS (highest rating available), and I received Ex. 6 Personal Privacy (PP) on my FY20 PARS (highest rating available). My managers know that I can and will continue to accomplish all of my work while on remote work.

CE #1: Compliance Monitoring/ Enforcement

-Assists in developing inspection targets.

☐ I can develop inspection targets remotely using my laptop with ECHO, GoogleEarth, and electronic files saved on my laptop. I have done so successfully during two years of remote work due to the COVID-19 pandemic.

-Investigates CWA noncompliance, develops cases to address noncompliance, and monitors corrective action to ensure return to compliance.

☐ I can accomplish this remotely by: writing and reviewing inspection reports using Word and Powerpoint; writing and sharing electronic enforcement documents with regional counsel through Outlook, Teams, and GoAnywhere; communicating with defendants and negotiating settlement agreements through emails and phone calls; electronically signing enforcement documents using Teams and Adobe Pro; monitor compliance by requiring deliverables and progress reports to be submitted electronically via email; review deliverables and progress reports and communicate approvals/ disapprovals via email.

-Maintains credentials (including keeping up to date on training requirements) in order to perform NPDES inspections.

☐ I can take all required credential training remotely using my laptop through the EPA inspector wiki and FedTalent. I have successfully completed all required training and maintained my credentials during two years of remote work due to the COVID-19 pandemic.

-As appropriate (e.g., as resources allow and without travel restrictions/concerns due to Covid19), lead and/or assist in field inspections and follow-up investigations, ensuring collection of observations and other factual information necessary to determine compliance with the CWA.

☑ I can conduct 10-12 inspections per year. I can store all of my inspection supplies (safety boots, hard hat, safety vest, clipboard, notebooks, pens/ pencils, boot cover and disinfectants) at my house and still travel as necessary to conduct inspections. I have stored all of my inspection supplies at my house during remote work due to the COVID-19 pandemic and it has not affected my ability to conduct inspections. I can have additional inspection supplies mailed directly to my remote work location to avoid having to travel to Philadelphia to pick them up. I can request my own camera to conduct inspections so that I do not need to travel to Philadelphia to pick up a shared camera from my section. I can conduct inspections using my POV or pick up a GSA car from Philadelphia, depending on the location of the inspection and the costs.

-Ensure that ICIS forms are submitted accurately and timely – within 5 days of the inspection (providing the inspection report date) and within 5 days of sending the inspection report to the facility (providing the inspection report finalized date and the inspection report sent date). For IRL letters and off-site evaluations ICIS forms are to be completed and submitted within 5 days of issuance of the letter and/or the off-site evaluation.

☑ I can complete ICIS forms remotely using my laptop on Word, and I can submit the ICIS forms to the Data Support Section using Teams per the current SOP.

-Prepares inspection reports that accurately document observations and attributions. Ensure inspection reports are timely completed and then timely communicated to the regulated entity upon report completion within 70 days – 50 days to provide draft to management, 60 days to finalize the report, and 10 days to communicate to the regulated entity.

☑ I can write inspection reports remotely using my laptop with Word, Powerpoint, and electronic files saved on the network drives, Sharepoint, and/or Teams. I can timely complete inspection reports remotely using my laptop and Word, Powerpoint, and electronic files saved on the network drives, Sharepoint, and/or Teams. I can timely communicate the final inspection reports to the regulated entity remotely using my laptop and Outlook and GoAnywhere.

-Review inspection reports and develop case development documents (CDPJs) that reflect sound understanding of regulatory requirements, corrective action necessary to achieve compliance, and how evidence collected supports allegations.

☑ I can review inspection reports and develop CDPJs remotely using my laptop and Word, Powerpoint, and electronic files saved on the network drives, Sharepoint, and/or Teams.

-Case development documents are to be developed within 30 days of case assignment unless additional timelines are established by management.

☐ I can develop case development documents remotely using my laptop and Word, Powerpoint, and electronic files saved on the network drives, Sharepoint, and/or Teams.

-Review responses to Information Request Letters (IRLs), as off-site evaluations, and in the development of case development documents (CDPJs).

☐ I can review responses to IRLs remotely using my laptop since all responses are required to be submitted electronically. I can write CDPJs remotely using my laptop and Word, plus all of the electronic documents that were submitted by the respondent.

-Case development documents are to be developed based on timelines established by management.

☐ I can write CDPJs remotely using my laptop and Word, and electronic files saved on the network drives, Sharepoint, and/or Teams.

-Develop Information Request Letters (IRLs) for case development and off-site evaluations.

☐ I can write IRLs remotely using my laptop and Word, and I can transmit the IRLs to respondents electronically via email.

-Ensure enforcement cases are pursued in a timely manner.

☐ I can ensure that enforcement cases are pursued remotely using my laptop, phone, and Teams to communicate with my manager, with regional counsel, and with defendants.

-Monitors assigned consent decrees and AOCs, reviews and approves/disapproves deliverables, and takes timely action (e.g., for stipulated penalties).

☐ I can monitor consent decrees and AOC remotely using my laptop since all responses are required to be submitted electronically. I can write approval/disapproval letters, comment letters, and stipulated penalty letters and transmit them to the defendants using Outlook and GoAnywhere.

-Utilize divisional templates and models (e.g., inspection report, endorsement form, inspection report peer review form) and ensure that NONs and Show Cause letters meet current requirements.

☐ I can write inspection reports, endorsement forms, inspection report peer review forms, notices of noncompliance, and show-cause letters remotely using my laptop and Word, and the electronic template files saved on the network drives, Sharepoint, and/or Teams.

CE #2: Communications

-Provides briefings to management on an as needed basis.

☑ I can provide briefings to management remotely using Teams, as well as emailing updates and briefing papers using Outlook and Word upon request as needed.

-Provides timely review and comments on draft guidance, policy statements and regulations issued by HQ, when and where applicable.

☑ I can review and comment on guidance/ policy/ regulations remotely using my laptop and Word, and share my comments using Outlook, the network drives, Sharepoint, and/or Teams.

-Responds to and provides applicable documents to FOIA requests.

☑ I can respond to FOIA requests remotely using my laptop, Relativity, and electronic files saved on the network drives, Sharepoint, and/or Teams. I have responded to several major FOIA requests remotely already, including two involving the review of almost 300 emails each and one involving the review of almost 2,000 emails.

-Contributes, when and where applicable, to salient issues on items of sensitive or general interest.

☑ I can write salients remotely using my laptop and Word, and share using Outlook and Teams.

-Timely submit (2 weeks in advance of the activity) enforcement notifications to section chief and branch chief on all required activities, but not limited to, inspections, information request letters, enforcement actions, etc.

☑ I can write all enforcement notifications to management remotely using my laptop and share with management using Outlook, per the SOPs.

-Makes best efforts to have a “no surprise” approach to program management, appropriately elevating issues, concerns, program progress updates and events and activities through management.

☑ I can communicate early and often with management remotely by sending emails in Outlook, messaging in Teams, calling in Teams, or calling via telephone.

-Supports and builds strong working relationships with our state partners.

☑ I will be able to continue to build strong relationships with state partners remotely through email communications and phone calls. Remote work will not diminish this goal as it already is accomplished with off-site state partners through email communication and phone calls.

-Prepares inspection reports, compliance forms, and other enforcement-related documents that are well-written and accurately document observations and findings.

☑ I can write inspection reports, compliance forms, and other enforcement-related documents remotely using my laptop and Word, and share with team members, regional counsel, and management using Outlook and Teams.

CE #3: Teamwork

-CAFO Sector Lead:

-As requested, works with targeting coordinator/team in identifying CAFO inspection targets.

☑ I can develop inspection targets remotely using my laptop with ECHO, GoogleEarth, and electronic files saved on my laptop. I have done so successfully during two years of remote work due to the COVID-19 pandemic.

-Reviews team members inspection reports and compliance determination forms timely.

☑ I can review inspection reports and compliance determinations remotely using my laptop, and communicate with team members using Outlook, Teams, emails and phone calls.

-Holds a minimum of 4 team meetings (with an advanced agenda, shared with team members) throughout the fiscal year.

☑ I can hold team meetings remotely by using Teams, as we have done for the past two years of remote work due to the COVID-19 pandemic.

-Coaches, mentors and trains team members, as needed.

☑ I can mentor and train team members remotely via email and phone conversations through Outlook and Teams. I have mentored one team member and trained 5 other new hires remotely during the COVID-19 pandemic and can continue to do so on remote work.

-As requested, provide support on enforcement-related CAFO activities that are led or coordinated by the Water Division and/or the Chesapeake Bay office.

☐ This work involves reviewing Chesapeake Bay Watershed Implementation Plans (WIPs), two-year programmatic milestones, progress reports, CBIG/ CBRAP grant workplans and reports, and sharing comments and concerns with staff, state leads, and senior management. I can complete these tasks using Outlook and Teams to share my comments with state leads via emails, phone calls, conference calls, Teams meetings, and shared Word documents on Teams. Meetings are already required to be virtual using conference calls and/ or Teams meetings since they involve collaborations among staff at both the Philadelphia office and the Annapolis office, so my participation as a remote work will not affect my work.

In summary, I am an outstanding employee who has been and will be able to complete all of my work remotely. I can perform all of my duties as effectively from my remote work location as from the Philadelphia worksite, and remote work will not diminish the Agency's ability to accomplish its mission and meet its operational goals.

All of my work is portable, and I am able to effectively perform all my work duties remotely, and been doing so for the last few years. I have an home office set-up with all the necessary work items needed to perform my job. I have the needed printer, office supplies, and equipment for teams meetings when needed. This request will not diminish the Agency's ability to accomplish its mission and meets it's operational goals. All of my job duties can be completed electronically. The duties of my position are as follows:

Review emails, grant applications, amendment applications, and rebudgets for administrative completeness.

Create all funding recommendations, commitment notices and change requests within NGGS. Update and maintain the official electronic grant files. Review all grant award and amendment applications, NGGS award documents, and email correspondence related to work plans, funding, and renegotiated commitments.

Conduct and enter baseline post-award monitoring when due for each grant in the GRIP system.

Create all IA funding packages in NGGS, route for approval of branch chief, and deputy director for processing.

Track budget for LCRD.

Update dashboard on SharePoint and share with division. Ensure that all charges on Extramural Status of Funds are accurate and that all carryover or expiring funds are committed and obligation by due dates. Meet with Office of the Comptroller to discuss budget and any open commitments.

Sign off on all bank card requests, assign account number, and track purchases.

Process Procurement Requests (PRs) for LCRD in the EAS system and route to Finance and the Deputy Director for approval.

Process SEE Renewals and create funding commitment notices in NGGS, send to Deputy Director for approval and Finance Office. Update SEE chart as needed.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Daniel Isales	Job Title & Grade: Assistant Regional Counsel, GS-15
AAship/Region and Division: Region III, Office of Regional Counsel	Address of Official Agency Worksite: 701 Mapes Road, Fort Meade, MD 20755-5350
Employee's Work Phone: 410-305-3016	Employee's Work E-mail Address: isales.daniel@epa.gov
First-line Supervisor: Donzetta Thomas	First-line Supervisor's Work Phone: 215-814-2474
Proposed Start Date: 3/28/22	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available): Ex. 6 Personal Privacy (PP)
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>03/04/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I moved from the Philadelphia regional office to the Fort Meade field office in 2001. Since then, a very large component of my work has always functioned as if I were working remotely as most of my clients were based out of Philadelphia. Prior to the reorganization in the Office of Regional Counsel I did enforcement work and I was able to attend to those cases working from Fort Meade with the same ease as any attorney in Philadelphia. I did so by using all the tools at my disposal and maintaining close communication with my clients at all times. As needed I went to the Philadelphia regional office for settlement conference or for other needed in-person events. I remain available to go to either the Philadelphia regional office or the Fort Meade field office as needed to complete my work and can do so at minimal cost to the Agency.

I am currently working in the multimedia counseling branch and as such I handle a variety of matters, including the Coal Combustion Residual Rulemaking under the Resource, Recovery and Conservation Act, the Certification and Training Program under the Federal Insecticide, Fungicide and Rodenticide Act, Title VI of the Civil Rights Act of 1964,

Approval/Disapproval (attach documentation):

☐

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature: DANIEL ISALES <small>Digitally signed by DANIEL ISALES Date: 2022.03.21 15:40:33 -04'00'</small>	Date:
Supervisor's Signature: DONZETTA THOMAS <small>Digitally signed by DONZETTA THOMAS Date: 2022.03.22 09:21:29 -04'00'</small>	Date:
AA/RA (or designee) Signature:	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Kim Laufenberg	Job Title & Grade: Air Inspector & Compliance Officer, GS-12
AAship/Region and Division: R3, ECAD	Address of Official Agency Worksite: 4 Penn Center, 1600 JFK Blvd, Philadelphia, PA 19103
Employee's Work Phone: 215-814-2265	Employee's Work E-mail Address: laufenberg.kim@epa.gov
First-line Supervisor: Kristen Hall	First-line Supervisor's Work Phone: 215-814-2168
Proposed Start Date: 1/1/2023	If Temporary, Proposed End Date: N/A
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; text-align: center;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; text-align: center;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available): N/A
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>7/11/2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I joined the EPA Region 3 Air Enforcement team nearly 6 years ago. Over the years, I have been able to master a variety of skills that have helped make many aspects of the program successful. Since joining Air Enforcement, all performance reviews have either met or exceeded expectations of the critical elements that make up the position description. The request to work from a remote location is based on maximized efficiency and performance of fulfilling my position while also balancing personal life goals.

Working from the remote work location (RWL) instead of the official work location has and will not diminish my ability to meet the agency's mission and operational goals. Full communication and team collaboration have always been prioritized and upheld while working from an RWL during COVID. Maintaining close communication with stakeholders such as state inspectors, ORC, facility contacts, and Region 3 colleagues is another aspect that has been and will be upheld from an RWL.

Approval/Disapproval (attach documentation):

☐

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature: KIM LAUFENBERG	Digitally signed by KIM LAUFENBERG Date: 2022.07.26 16:40:46 -04'00'	Date: 7/26/2022
Supervisor's Signature: KRISTEN HALL	Digitally signed by KRISTEN HALL Date: 2022.08.02 07:47:30 -04'00'	Date: 8/2/2022
AA/RA (or designee) Signature:		Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Attachment to Kelly Gable's July 12, 2022 EPA-AFGE Remote Work Application/Agreement – EPA Form 3181-13 Appendix D

This document provides and/or explains in further detail the information required by the EPA-AFGE Remote Work Application/Agreement (EPA Form 3181-13 Appendix D).

Section 2 – Employee approved schedule

A pdf document of my approved schedule as shown in PeoplePlus is attached as a separate pdf document.

Section 3 – Remote work safety checklist

A pdf document of my remote work safety checklist is attached as a separate pdf document. This is substantively the same as the telework safety checklist for the same location, which was approved, so there is no reason to anticipate any issues with this checklist.

Section 4 – Evidence of remote work training certification

A pdf document of my telework training certification, dated April 7, 2022, is attached as a separate document. Per the remote application form, evidence of telework training certification is acceptable until separate remote work training is developed.

Section 4 (cont'd) – Explanation of remote work application

As a senior attorney with over a decade of experience in supporting the Agency's mission in implementing a variety of environmental statutes, I meet all the requirements for remote work – it will not cause impediment to my work, burden others, or disrupt communication in any way. I have demonstrated my ability to handle numerous matters independently without the need for close supervision (in person or otherwise). This track record includes my proven ability to work as a full-time remote employee since March 2020 and the ability to successfully work as a telework employee for years prior to that.

Approval of this request not only will not diminish the Agency's ability to accomplish its mission and meet its operational goals, but it will enhance the ability to do so by enabling the retention of a senior attorney with deep experience and expertise in a number of areas. Substantively, I have over a decade of experience handling complicated Clean Water Act counseling issues in a number of high-profile areas. There would be no change or disruption to carrying out my duties; my work is completely portable and I can perform all of my duties just as effectively from the RWL as from the official Agency worksite. My duties as an attorney primarily consist of providing legal counsel to the Regional program client on a variety of issues. This involves meetings, all of which are either virtual or hybrid; telephone or Teams calls; online research; coordinating with clients and with HQ via telephone/Teams calls or emails; participating in national workgroup meetings (all virtual); and drafting and reviewing legal documents. All of these duties can be done just as effectively from my RWL, do not require access to in-office resources, and would cause no disruption to customer service with any Agency customers or stakeholders. There also would be no adverse impact on other programs or offices; indeed, I have completed these duties 100% remotely for the past 2+ years not only successfully but with distinction.

I do not anticipate the need to return to the Agency worksite, though I am able and willing to do so if required by my supervisor. Although there would be a slight increase in locality pay, that amount would be offset almost entirely by my discontinuing use of the transit subsidy. The current annual cost of my transit subsidy is \$3,360 (\$280x12; my actual commuting costs are higher but this is the maximum transit subsidy), and the annual difference in locality pay would be \$4,055 (162,443 – 158,388) based on my current address being in the Hartford, CT locality. Working remotely, I also would save the Agency the costs of overhead and using Agency resources in the Philadelphia office. In terms of travel costs, I do not anticipate needing to come into the office at all; if I did need to come in for some reason or if required by my supervisor, it is likely that the travel costs would be minor, as I'm on the Amtrak Northeast Regional line.

In conclusion, I meet all the requirements for remote work: 100% of the my work is portable; authorization for remote work will not unduly shift functions or responsibilities to other employees or require reassignment of current work or tasks to other staff; there is no adverse impact on other offices or programs; tasks or work assignments can be performed at least equally effectively at the RWL; my work does not require access to in office resources; there will be no foreseen disruption to customer service with any agency customers or stakeholders; I do not have duties or work assignments requiring face-to-face customer service or coworker interface; and I have a demonstrated track record of meeting performance plan objectives and working without close supervision.

Attachment to Remote Work Application: Lisa Denmark, RPM, SEMD, [[HYPERLINK "mailto:Denmark.lisa@epa.gov" \]](mailto:Denmark.lisa@epa.gov)

My critical element duties include project management, technical direction and communication. My work at EPA is comprised of internal systems that I have access to remotely such as SEMS, internal private meetings and outward facing correspondence/meeting with States, Contractors and Potentially Responsible Parties. Remote work through teams, specifically, it's ability to closed caption spoken communication has enhanced my productivity, allowing me to more easily communicate with the various stakeholders that I encounter while accomplishing the agencies mission. Microsoft Office provides numerous tools which allow me to schedule meetings and share documents with ease through the cloud. Remote work via teams has allowed me to be more accessible to my managers. I can now lead and participate in mission critical meetings as identified in CE3 in a manner that I cannot during in person meetings.

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

The Critical Elements for my position are listed below. All 3 of the critical elements listed, as well as the tasks listed within, are able to be accomplished remotely. Allowing me to continue working remotely will permit me to continue achieving the agencies mission and operational goals to the best of my ability.

CE#1 PROJECT MANAGEMENT: Successful at moving assigned projects through the Superfund remedial pipeline in a timely manner and at completing activities in accordance with plans and schedules with the ultimate goal of deleting sites from the NPL when appropriate; regularly monitors enforcement-lead sites to ensure schedule and technical compliance and takes appropriate enforcement actions in a timely manner to correct deficiencies and/or invoke penalties; Ensures that work toward site deletion (Construction Completion, Institutional Controls, Five-Year Reviews and Issues and Recommendations, RA Reports, FCOR, NOID/NOD) is accomplished in a timely manner to allow sites to achieve Site-Wide Ready for Anticipated Use (SWRAU) and be deleted from the NPL when appropriate; Identifies the necessary resources and plans for the needs of current and upcoming phases of cleanup at assigned sites; Prepares and/or reviews plans and schedules of Superfund site activities that can be reasonably anticipated and updates plans and develop site strategies, schedules and environmental indicators and cross-program measures routinely using SEMS and other appropriate systems/documents; Performs tasks necessary to award, manage, and conduct post-award responsibilities of RAF Task Orders and TO modifications in a timely manner and in accordance with Agency regulations, policies, and guidelines, including conducting IPT meetings, preparing SOWs/PWSs and IGEs, participating in TEPs and AEEBs, and preparing Task Order Initiation Forms and associated documents; Involves the Program Support Section, Technical Support Branch, Office of Regional Counsel, and the Contracts Branch in the task order award process, as appropriate; Performs management of RAF Task Orders/IAs/Grants/State Cooperative Agreements and prepares the necessary documentation such that work products are generated in a timely manner and add to the overall quality of the project. This requires review of progress reports; timely review and response to invoices; timely development of modifications; preparation of performance evaluation reports (CPARS); documentation of deficiencies and, monitoring actions taken to correct deficiencies, in a timely and accurate manner; include funding for TO and TO modifications in SEMS; Participates in ELMS projects as assigned, including RAF Task Order tracking, and PRAP Process tracking; Recommends solutions to management and/or resolves unanticipated problems, thereby minimizing the impact to project schedules; Ensures site records are sent to and maintained in the file

room and planning data are maintained to ensure ready access to accurate documentation of site activities. [STRATEGIC PLAN LINK: 1.3 Revitalize Land and Prevent Contamination]

Explanation: I am able to perform all my duties in this critical element as effectively as the Official Agency worksite due to the internet-based programs such as SEMS and the tools that Microsoft 365 offer such as TEAMS. I conduct meetings with EPA, state, potentially responsible parties and other contacts via TEAMS which is not impacted by my locations.

Project management of my sites, including review of submitted documents such as monthly/annual reports, sample analysis, Five Year Reviews, assessment reports and other Superfund required documents are reviewed by me using my government issued laptop. Working from home allows me fewer interruptions and my productivity is equal to or better without the office environment. I am able to draft necessary site related documents like Five Year Reviews, Record of Decisions, Preliminary Closeout Report (PCOR) with no impact to my work. I am able to complete my task as a Remedial Project Manager which requires me to respond to emails, review and draft documents, and communicate with site related parties. This is mostly completed through TEAMS and email using my government issued laptop. I have been effectively managing all 8 of my assigned sites from home during COVID demonstrating my ability to do my job remotely. There has been zero impact on my ability to accomplish my assigned tasks, complete the Agency mission, and meet operational goals.

CE#2 TECHNICAL AND ENFORCEMENT QUALITY: Provides sound technical direction on current activities at assigned Superfund sites consistent with EPA and State regulations, policies, and guideline, as appropriate; reviews site-specific technical documents including work plans, investigation reports, risk assessments, feasibility studies, design deliverables, remedial action reports, removal documents, task orders, reports and invoices, and interagency agreements (IAs); seeks support from appropriate support staff, as required; Incorporates site-specific, technical information into enforcement documents using Regional/National models, when available, and attends enforcement meetings and dockets to report on enforcement status; uses available expertise to ensure documents are technically complete and accurate; coordinates with legal staff to reduce the time needed for internal legal review; Fully evaluates technical and enforcement options to address issues in a timely and fair manner; Documents technical and enforcement direction given at assigned Superfund sites; Prepares documentation required by the NCP (i.e. PRAPs, RODs, Five-Year Reviews, PCORs/FCORs, RA Reports, NOID/NOD, etc.) in a quality manner, and in accordance with EPA policy and guidance; Identifies and participates in formal and informal meetings and training opportunities to enhance technical and enforcement skills, including RPM meetings; keeps abreast of new technology in the field of hazardous waste cleanup; Conducts briefings for staff and management, as appropriate, in accordance with the August 1, 2019 Alternatives Review Board (ARB) memo. The briefing should cover significant site information that leads to developing proposed remedial alternatives and identifying a preferred remedial alternative for the PRAP. [STRATEGIC PLAN LINK: 1.3 Revitalize Land and Prevent Contamination]

Explanation: I am able to demonstrate my technical and enforcement qualities for this critical element both at my remote work location as well as the Agency assigned location due to TEAMS, email and phone communication with my internal EPA and external site team. I am able to schedule and attend meetings via TEAMS to consult with my technical team and State counterparts.

I review site-specific technical documents including work plans, investigation reports, risk assessments, feasibility studies, design deliverables, remedial action reports, removal documents, task orders, reports

and invoices all using the cloud, email, and TEAMs. The programs and databases that are used to facilitate these reviews are internet-based which allow access from wherever I am. There is no impact to this critical element. Not being in the office allows for fewer interruptions and a quiet environment for me to review and draft complex and lengthy documents.

For the last 2 years, I have worked remotely and all work was completed in a timely and fair manner. All of my site work and general duties were completed successfully. I am able to use my team and other support staff effectively using TEAMs and email.

I have attended and will be able to attend RPM meetings and other SEMD and Regional meetings using TEAMs. I am able to stay abreast of new technology in the field of hazardous waste cleanup using online training through the numerous platforms such as ITRC and CERCLA Education Center. I also read and follow new science and technology via scientific articles and news items which is not impacted by my location. I have conducted numerous briefings for management related to Five Year Reviews, RODs, and site issues very successfully using TEAMs.

None of these tasks under this critical element are negatively impacted by my location. My productivity and ability hear and comprehend is much better at home due to my hearing loss and ability to use close captioning and higher volume in meetings. This has been demonstrated during the last 2 years while working from home and will continue to do so. I meet and exceed all of my assigned tasks to meet EPA mission and operational goals.

CE#3 COMMUNICATIONS/TEAMWORK: Routinely reviews and discusses site status and workload among site team members to foster effective time management and achieve progress on assigned sites; routinely solicits input on site-specific issues from site team members and others with relevant knowledge, particularly when RPM has only limited prior experience with the issue involved; routinely maintains open and effective communication with site team members; includes site team (Technical Support Branch, Office of Regional Counsel, Program Support and Cost Recovery Branch, and the Contracts Branch, and the Community Involvement Branch, as appropriate) in RAF task order award process, ARB briefings, Division Director briefings, and Five-Year Review scoping meetings and site inspections; Updates management in a timely and accurate manner of site activities and issues through activity reports, salients, verbal updates, and/or briefings, as appropriate, particularly where there is significant site interest and/or a potential controversy may be involved (i.e. "No surprises"); Attends RPM Meetings, Section Meetings, and Branch Meetings, and RAF Info Sessions, as appropriate, in order to stay abreast of issues within the organization and provide input into division activities; Maintains open and effective communication with potentially responsible parties, EPA contractors, and other federal agency staff involved in site cleanup to ensure issues are identified and resolved in a timely manner; Routinely updates State Superfund staff of ongoing site activities; coordinates with State and Tribes (where necessary) to obtain comments on site documents and cleanup plans in a timely manner; Responds to Congressional correspondence within the required timeframes; responds to other congressional inquiries as requested and provides site information for congressional briefings as needed; Works with community involvement staff to regularly inform the public in the vicinity of assigned sites about ongoing site activities; responds to FOIA requests and other inquiries for site information in a timely manner; conducts informal public availability sessions, as appropriate, to provide the public with the opportunity to ask questions and understand the Superfund process; conducts and/or participates in formal public meetings as required; Routinely uses Microsoft Teams and

Powerpoint for briefings and uses the Five-Year Review template for briefings; invites site team to briefings. [STRATEGIC PLAN LINK: 1.3 Revitalize Land and Prevent Contamination]

Explanation: Using TEAMS, email and phone I am able to routinely review and discuss site status and workload among site team members ensuring effective time management and achieve progress on assigned sites.

I routinely solicits input on site-specific issues from site team members and others with relevant knowledge using technical review requests which occur using Agency web-based systems. Email and TEAMS easily allows me to maintain open and effective communication with site team members. We are able to collaborate effectively and efficiently by making meeting appointments and discussing issues using our government-issued laptops and software.

I regularly send emails, messages and call my manager or other team members regarding issues with my sites. TEAMS has numerous features which allow me to do this efficiently including the chat and phone function. These TEAMS tools allow me to attend RPM Meetings, Section Meetings, and Branch Meetings, and RAF Info Sessions, as appropriate, in order to stay abreast of issues within the organization and provide input into division activities. I routinely and effectively maintain open communication with potentially responsible parties, EPA contractors, and other federal agency staff involved in site cleanup to ensure issues are identified and resolved in a timely manner.

Updates to State Superfund staff of ongoing site activities primarily use to occur via phone and now happen on TEAMS whereby we are able to see faces and coordinate on site work. I regularly coordinate with states and tribes using TEAMS such that my location is not important.

All requests for information via FOIAs, discussion with community members or other outside groups are further facilitated by TEAMS and email. I am able to schedule meetings and communicate important information regarding my assigned sites using technology issued to me on my EPA issued laptop. I have conducted public meetings and attended community meetings via phone, TEAMS and other online technology demonstrating my location not critical to me completing these tasks. In addition, I am able to conduct management briefings using TEAMS and have demonstrated this over the past 2 years. There is no impact to the Agency on my effectiveness related to my physical location.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Hector L. Gerena	Job Title & Grade: IT Specialist / GS-13
AAship/Region and Division: R3- Regional Office / IMCSS	Address of Official Agency Worksite: 1650 Arch St., Philadelphia, PA 19103
Employee's Work Phone: 215-814-5346	Employee's Work E-mail Address: gerena.hector@epa.gov
First-line Supervisor: Dwight Rachuba	First-line Supervisor's Work Phone: 215-814-5336
Proposed Start Date: January 30th, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; margin-top: 5px;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; margin-top: 5px;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>2/5/2020</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

See Attached RWL Additional Info.docx

Approval/Disapproval (attach documentation):

- ☐ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: HECTOR GERENA	Digitally signed by HECTOR GERENA Date: 2022.01.20 11:03:52 -05'00'	Date: 01/20/2022
Supervisor's Signature: DWIGHT RACHUBA	Digitally signed by DWIGHT RACHUBA Date: 2022.02.25 10:58:59 -05'00'	Date: 2/25/2022
AA/RA (or designee) Signature:		Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Please include a detailed list of duties and how they will be performed in a hybrid environment. You may enter this information below or attach as a supplementary document in the Remote Work Package.

An RPM is responsible for the oversight of investigation and remediation of RCRA Corrective Action facilities. The RPM ensure that the regulated entities conduct the investigation and remediation consistent with EPA polices and guidance, apply sound scientific and engineering methods, and are in compliance with the applicable laws and regulations. This is performed mainly by the review workplans and report, the preparation of documents reflecting Agency reviews, comments, and approvals.

The RPM is also responsible to represent the Agency on meeting with the regulated entity, the state, and the public.

RPMs have been operating effectively under a “hybrid environment” for several years, as flexible work schedules and telework have impacted the in-person availability of one or more colleagues at any point in time, thus electronic communication and exchanges of digital documents are the norm even when the RPM is in the office, as other may or may not. We have web access systems in place that allows the RPMs exchange documents, participate in meetings, track and report the progress on their projects and interact and collaborate with their colleagues.

This is also the case with respect to interactions with regulated entities as face-to-face meetings are rare, while conference calls, now team video call, have been the norm for several years now. This shift was partly triggered by our own travel budget limitations on our part, but also is welcome on the regulated entity end as a saving.

The interactions of the RPM with its colleagues and the regulated entities are conducted electronically, therefore as long as the RPM have access to a computer, internet and phone work can be conducted in the same manner and effectiveness as in the office.

seek technical and oversight support from the USACE and track and review their bills. I track in house and out of house progress- both in terms of moving projects along but also in terms of technical progress as to how well a remediation is progressing. I create charts and summary documents that document comments, decisions, project progress, remedial progress, and project summaries. I also coordinate and schedule meetings to discuss comments and progress. I maintain organized electronic folders for each project. I additionally provide technical support.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Marie Owens Powell	Job Title & Grade: EPS GS13
AAship/Region and Division: Region 3 - ECAD	Address of Official Agency Worksite: 1650 Arch Street, Phila, PA 19103
Employee's Work Phone: 215-814-3384	Employee's Work E-mail Address: owens.mariejr@epa.gov
First-line Supervisor: Andrew Dinsmore	First-line Supervisor's Work Phone: 215-814-2788
Proposed Start Date: 03-01-2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 5px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>01-20-2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

As a Region 3 UST inspector/Case Developer all duties can effectively be performed from the RWL since review of inspection reports and case development work is not tied to a specific office location. I can continue to write inspection reports from my RWL as well. Further, any inspection/case related travel would have minimal cost impact leaving from my RWL compared to the official agency worksite. I have successfully worked from the proposed RWL fulltime since March 13, 2020.

As AFGE Council 238 President, there is no need to be present in the EPA worksite. Servicing the 7,500 AFGE BUEs has been occurring virtually with no impact to representational duties.

Approval/Disapproval (attach documentation):

☒ Approved

☐ Disapproved (cite reason(s) below) See attached memo

Employee's Signature:

MARIE POWELL

Digitally signed by MARIE
POWELL
Date: 2022.01.26 15:59:51 -05'00'

Date:

01-26-2022

Supervisor's Signature:

Date:

AA/RA (or designee) Signature:

Diana Esher

Digitally signed by Diana Esher
Date: 2022.07.21 22:57:39
-04'00'

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Attachment to Remote Work Application:

Christian W. Matta matta.christian@epa.gov , Remedial Project Manager,
Superfund Emergency Management Division

My Critical element duties include project management, technical direction and communication. My work at EPA is comprised of internal systems that I have access to remotely such as SEMS, internal private meetings and outward facing correspondence/meeting with States, Contractors and Potentially Responsible Parties. Remote work through teams, specifically, the ability to share large documents and present figures and drawings during meetings and briefings with management has enhanced my productivity, allowing me to more easily communicate with the various stakeholders that I encounter while accomplishing the agencies mission. Remote work via TEAMS has allowed me to be more accessible to management. I can now lead and participate in mission critical meetings as identified in CE3 in a manner that is consistent with in person meetings. In various instances the use of TEAMS has enabled me to accomplish more than I would be able to do via an in person meeting due to the fact that I can access documents real time that I may not have thought to include in materials prepared for an in person meeting.

The Critical Elements for my position are listed below. All 3 of the critical elements listed, as well as the tasks listed within, are able to be accomplished remotely. Allowing me to continue working remotely will allow me to continue achieving the agency's mission and operational goals to the best of my ability. Following each of the critical elements below, I've provided examples of how these are accomplished remotely.

Critical Element 1— Project Management:

Successful at moving assigned projects through the Superfund remedial pipeline in a timely manner and at completing activities in accordance with plans and schedules with the ultimate goal of deleting sites from the NPL when appropriate; regularly monitors enforcement-lead sites to ensure schedule and technical compliance and takes appropriate enforcement actions in a timely manner to correct deficiencies and/or invoke penalties; Ensures that work toward site deletion (Construction Completion, Institutional Controls, Five-Year Reviews and Issues and Recommendations, RA Reports, FCOR, NOID/NOD) is accomplished in a timely manner to allow sites to achieve Site-Wide Ready for Anticipated Use (SWRAU) and be deleted from the NPL when appropriate; Identifies the necessary resources and plans for the needs of current and upcoming phases of cleanup at assigned sites; Prepares and/or reviews plans and schedules of Superfund site activities that can be reasonably anticipated and updates plans and develop site strategies, schedules and environmental indicators and cross-program measures routinely using SEMS and other appropriate systems/documents; Performs tasks necessary to award, manage, and conduct post-award responsibilities of RAF Task Orders and TO modifications in a timely manner and in accordance with Agency regulations, policies, and guidelines, including conducting IPT meetings, preparing SOWs/PWSs and IGEs, participating in TEPs and AEEBs, and preparing Task Order Initiation Forms and associated documents; Involves the Program Support Section, Technical Support Branch, Office of Regional Counsel, and the Contracts Branch in the task order award process, as appropriate; Performs management of RAF Task

Orders/IAs/Grants/State Cooperative Agreements and prepares the necessary documentation such that work products are generated in a timely manner and add to the overall quality of the project. This requires review of progress reports; timely review and response to invoices; timely development of modifications; preparation of performance evaluation reports (CPARS); documentation of deficiencies and, monitoring actions taken to correct deficiencies, in a timely and accurate manner; include funding for TO and TO modifications in SEMS; Participates in ELMS projects as assigned, including RAF Task Order tracking, and PRAP Process tracking; Recommends solutions to management and/or resolves unanticipated problems, thereby minimizing the impact to project schedules; Ensures site records are sent to and maintained in the file room and planning data are maintained to ensure ready access to accurate documentation of site activities. (STRATEGIC PLAN LINK: 1.3 Revitalize Land and Prevent Contamination)

Explanation of Ability to Accomplish Critical Element 1 – Project Management:

I am able to perform all my duties in this critical element as effectively as the Official Agency Worksite due to the internet-based programs such as SEMS and the tools that Microsoft 365 offer such as TEAMS, the Microsoft One Drive and Adobe Pro. I conduct meetings with EPA, state counterparts, potentially responsible parties, local government officials and EPA technical support contractors via TEAMS which is not impacted by my location. All document submittals that are required to support the administrative aspects of project management are provided to me in electronic format. Site records are sent to and maintained in the Region 3 CERCLA Records Center via electronic means to ensure ready access to accurate documentation of site activities and to create Administrative Records.

Project management of my sites, including review of submitted documents such as monthly/annual reports, sample analysis, Five Year Reviews, assessment reports and other Superfund required documents are reviewed by me using my government issued laptop. Review and approval of monthly invoices from EPA technical support contractors can now be accomplished through a TEAMS portal. Working from home allows me fewer interruptions and my productivity is equal to or better without the office environment. I am able to draft necessary site related documents like Five Year Reviews, Record of Decisions, Preliminary Closeout Report (PCOR) and letters of regulatory direction to potentially responsible parties with no adverse impact to my work. Use of Adobe Pro enables me to electronically sign documents. Use of TEAMS enables me to submit documents for managerial concurrence in electronic format. Completing my tasks as a Remedial Project Manager such as responding to emails, reviewing and drafting documents, communicating with government and non-government site team members and issuance of all documents can be completed through the use my government issued laptop. I have been effectively managing all of my assigned sites from home over the years of participation in the Flexiplace telework program and during the COVID pandemic demonstrating my ability to do my job remotely. There has been zero impact on my ability to accomplish my assigned tasks, complete the Agency mission, and meet operational goals.

Critical Element 2 – Technical and Enforcement Quality:

Provides sound technical direction on current activities at assigned Superfund sites consistent with EPA and State regulations, policies, and guidelines, as appropriate; reviews site-specific technical documents including work plans, investigation reports, risk assessments, feasibility studies, design deliverables, remedial action reports, removal documents, task orders, reports and invoices, and interagency agreements (IAs); seeks support from appropriate support staff, as required; Incorporates site-specific, technical information into enforcement documents using Regional/National models, when available, and attends enforcement meetings and dockets to report on enforcement status; uses available expertise to ensure documents are technically complete and accurate; coordinates with legal staff to reduce the time needed for internal legal review; Fully evaluates technical and enforcement options to address issues in a timely and fair manner; Documents technical and enforcement direction given at assigned Superfund sites; Prepares documentation required by the NCP (i.e. PRAPs, RODs, Five-Year Reviews, Action Memoranda, PCORs/FCORs, RA Reports, NOID/NOD, etc.) in a quality manner, and in accordance with EPA policy and guidance; Identifies and participates in formal and informal meetings and training opportunities to enhance technical and enforcement skills, including RPM meetings; keeps abreast of new technology in the field of hazardous waste cleanup; Conducts briefings for staff and management, as appropriate, in accordance with the August 1, 2019 Alternatives Review Board (ARB) memo. The briefing should cover significant site information that leads to developing proposed remedial alternatives and identifying a preferred remedial alternative for the PRAP. (STRATEGIC PLAN LINK: 1.3 Revitalize Land and Prevent Contamination)

Explanation of Ability to Accomplish Critical Element 2 – Technical and Enforcement Quality:

I am able to demonstrate my technical and enforcement qualities for this critical element both at my remote work location as well as the Agency assigned location due to TEAMs, Adobe Pro, email and phone communication with my internal EPA and external site teams. I am able to schedule and attend meetings via TEAMs to consult with my technical team and State counterparts.

I review site-specific technical documents including work plans, investigation reports, risk assessments, feasibility studies, design deliverables, remedial action reports, removal documents, task orders, monitoring reports, progress reports, response to comment documents and invoices all using the One Drive, email, TEAMs and Adobe Pro. The programs and databases that are used to facilitate these reviews are internet-based which allow access from wherever I am using my government issued laptop. There is no impact to this critical element. Not being in the office allows for fewer interruptions and a quiet environment for me to review and draft complex and lengthy documents. Document review by EPA technical support staff is accomplished through the use of the technical support review share point site.

Over the years of my participation in the Flexiplace telework program and during the pandemic, I have worked remotely, and all work has been completed in a timely manner. All of my site work and general duties were completed successfully. I am able to coordinate with my site team members effectively using TEAMS and email.

I have attended and will be able to attend RPM meetings and other SEMD and Regional meetings using TEAMS and by commuting to the Regional office for an in person meeting if needed. I am able to stay abreast of new technology in the field of hazardous waste cleanup using online training through the numerous platforms such as ITRC and CERCLA Education Center. All EPA mandatory training can be completed on-line. Review of scientific articles and online trainings or attending in person conferences enables me to keep informed of new technologies which is not impacted by my location. I have conducted numerous briefings for management very successfully using TEAMS.

None of these tasks under this critical element are negatively impacted by my location. This has been demonstrated during my years of participation in the Flexiplace telework program and working remotely during the pandemic. I meet and exceed all of my assigned tasks to meet EPA mission and operational goals. On-site presence or in person meetings is easily accomplished through commuting to the site or meeting location via my personal vehicle.

Critical Element 3 – Communication/Teamwork:

Routinely reviews and discusses site status and workload among site team members to foster effective time management and achieve progress on assigned sites; routinely solicits input on site-specific issues from site team members and others with relevant knowledge, particularly when RPM has only limited prior experience with the issue involved; routinely maintains open and effective communication with site team members; includes site team (Technical Support Branch, Office of Regional Counsel, Program Support and Cost Recovery Branch, and the Contracts Branch, and the Community Involvement Branch, as appropriate) in RAF task order award process, ARB briefings, Division Director briefings, and Five-Year Review scoping meetings and site inspections; Updates management in a timely and accurate manner of site activities and issues through activity reports, salients, verbal updates, and/or briefings, as appropriate, particularly where there is significant site interest and/or a potential controversy may be involved (i.e. “No surprises”); Attends RPM Meetings, Section Meetings, and Branch Meetings, and RAF Info Sessions, as appropriate, in order to stay abreast of issues within the organization and provide input into division activities; Maintains open and effective communication with potentially responsible parties, EPA contractors, and other federal agency staff involved in site cleanup to ensure issues are identified and resolved in a timely manner; Routinely updates State Superfund staff of ongoing site activities; coordinates with State and Tribes (where necessary) to obtain comments on site documents and cleanup plans in a timely manner; Responds to Congressional correspondence within the required timeframes; responds to other congressional inquiries as requested and provides site information for congressional briefings as needed; Works with community involvement staff to regularly inform the public in the vicinity of assigned sites about ongoing site activities; responds to FOIA requests and other

inquiries for site information in a timely manner; conducts informal public availability sessions, as appropriate, to provide the public with the opportunity to ask questions and understand the Superfund process; conducts and/or participates in formal public meetings as required; Routinely uses Microsoft Teams and Powerpoint for briefings and uses the Five-Year Review template for briefings; invites site team to briefings. (STRATEGIC PLAN LINK: 1.3 Revitalize Land and Prevent Contamination)

Explanation of Ability to Accomplish Critical Element 3 – Communication/Teamwork:

I routinely utilize the remote work tools (TEAMS, email, One Drive etc.) that are available to keep management and site team members informed on the status of sites, workload, logistic and funding concerns or other elements of daily communication that achieve progress on assigned sites.

I routinely solicit input on site-specific issues from site team members and others with relevant knowledge using technical review requests through the various Agency web-based systems. Email and TEAMS easily allows me to maintain open and effective communication with site team members. One Drive and TEAMS enable the transfer and sharing of large electronic documents. Using the various remote work tools enables effective coordination through meeting appointments, discussing issues, transferring large electronic documents and issuing documents with an electronic signature using our government issued laptops.

Utilizing the TEAMS and email communication tools, I'm able to leave messages for team members, respond to inquiries quickly for funding and information requests and to have video calls over a pressing issue. This ensures fast communication giving team members necessary information to ensure we are all progressing towards our collective goals. Updates to State Superfund staff of ongoing site activities primarily use to occur via phone but can now happen on TEAMS whereby we are able to see faces and coordinate site work. I regularly coordinate with site team members such as state counterparts, potentially responsible parties and their technical support contractors, EPA technical support contractors and community members using TEAMS, email, phone and Adobe Pro to ensure that working remotely does not adversely impact my ability to coordinate all aspects of efforts to accomplish the Agency's mission.

The examples listed above, are by no means an exhaustive list of all duties performed by me as an RPM but serve as a representative example of how the Agency's ability to accomplish it's mission and operational goals will not be diminished but will likely result in greater efficiencies and increased collaboration at remote work locations.

Carlyn Winter Prisk
Personal Statement In Support of Remote Work

For the last 2.5 years, Ex. 6 Personal Privacy (PP) and pandemic, I have successfully demonstrated that my position is one which can be successfully accomplished entirely remotely with no demonstrable impediment to accomplishing the Agency's mission and while contributing significantly to accomplishment of the Agency's organizational goals.

My position as a Civil Investigator ("CI") in Region 3's Cost Recovery Section ("CRS") is one in which the work is 100% portable (See, Section 8.A.1 of Remote Work Articles). Frequent tasks which I regularly perform as a CI include, inter alia:

- drafting correspondence, memos and other documents;
- compiling evidence summaries;
- drafting legal documents;
- providing litigation support to ORC and DOJ;

Additional commonly performed tasks include, inter alia:

- performing title searches (either online or in person in County/City offices);
- conducting interviews (in person in the field or by phone);
- conducting corporate research (online or in person at State offices);
- conducting ability to pay and financial analysis;
- reviewing responses to EPA issued Information Requests; and
- collecting and reviewing historical information.

Whereas accomplishment of many of these tasks from my proposed Remote Work Location ("RWL") would have been difficult when I started in the job 23 years ago, that is no longer the case. Technology has advanced at EPA to allow meetings to take place "in person" via Teams, documents to be shared and collaborated on via OneDrive or SharePoint, and virtually every CI related task to be accomplished online/electronically. Those tasks that cannot be accomplished online (e.g., some County offices are not fully online) continue to be accomplished by in-person visits to those Offices.

For the last decade, I have already performed the majority of my work functions from my RWL as part of an approved Telework Agreement, frequent Episodic/Situational Telework, and an approved Reasonable Accommodation. During that time, and indeed for the last 23 years, I have consistently received the highest performance rating available each year, annual outstanding achievement awards, numerous on-the-spot awards, and several SEMD and National Honors Awards. My work has remained consistently excellent no matter from what location it is performed. (See, Sections 8.A.2 and 8.A.7)

In addition to my general CI duties, I prepare and deliver training in a variety of job-related topics (e.g., Potentially Responsible Party Searches, Cost Recovery Referrals, etc.) for OSRE's national training team, comment on draft and model documents, and participate in national workgroup and communities of practice. Working from my RWL will not impact these aspects

of my job at all. Training is now able to be effectively delivered using Teams or Zoom or in person in Regional offices or at EPA HQ and will continue to be delivered in hybrid forms in the future. Workgroup meetings and document collaboration has historically been conducted remotely using email and conference calls.

Working from my RWL will not require any adjustment to my current work or tasks; nothing will need to be reassigned (See, Section 8.A.3). Indeed, in the last 2.5 years I have taken on additional job responsibilities (e.g., Continuous Improvement Champion, Problem Solving Corps, etc.) while working remotely. Eliminating my 3.5 hours roundtrip commute has allowed me to focus more effectively on work during my work hours, minimized time or productivity lost from illness or incapacitation, and made me more productive overall and able to contribute more effectively to the Agency's mission and goals. During the pandemic, I have successfully maintained and improved SEMD's electronic concurrence system (using Teams), created an automated process for updating and maintaining case information for the SEMD Enforcement Docket, Cost Recovery Docket, and Removal Coordination Docket (using Teams, Lists, and Forms apps). I also created a centralized system accessible by every SEMD employee to propose and track Employee Ideas Implemented. Importantly, my improved focus has allowed me to provide increased levels of assistance to my teammates to help them accomplish THEIR tasks as well as my own. All of these tasks have been accomplished successfully with minimal supervision. (See, Section 8.A.7)

My work as a CI and all additional functions rarely require access to in-office resources. (See, Section 8.A.4) My home office is fully functional with ample workspace, storage space, a printer, and a second monitor which allows me to work on two screens while using my EPA issued laptop computer. Typically available office supplies such as post-it notes, legal pads, pens, or mailing supplies can be obtained from the Regional Office once or twice a year when other business requires my presence there. Certain job functions such as mailing correspondence can be accomplished, when necessary, from my RWL using typically available office supplies and my home printer. Postage can be readily purchased (with prior approval) from my local post office using my EPA Purchase Card (for USPS) or obtained using the EPA's UPS account.

While working from my RWL am in close and constant contact with my supervisor, co-workers, SEMD management, HQ and others via e-mail, Teams, and phone and I am equally accessible to individuals outside of the Agency. (See, Sections 4.E, 4.F, and 8.A.5) I have continually demonstrated my ability to master communications from my RWL. Since March 2020, I have assumed the role of SEMD Teams "expert" for Region 3, providing technical assistance and training to SEMD and ORC employees and managers to allow them to transition to and continue in a remote environment as seamlessly as possible. I currently lead the Teams Community of Practice for SEMD and still field approximately 3-5 Teams related questions or requests for help per week. (See, Section 8.A.7 and 8.A.8)

I have rarely encountered communications interruptions at my RWL but have worked with my supervisor to overcome these temporary obstacles to ensure the work of the Agency could be accomplished in an effective and timely manner with no disruption to customer service. (See, Section 4.G and 4.H and 8.A.8)

My position as a CI and my other functions does not require routine in-person interface with management or colleagues. (See, Section 8.A.6) Teams and other EPA provided technology allows “in-person” meetings using video and audio with the ability to make presentations, share documents, and collaborate seamlessly.

Because my RWL is within the Commuting Area, I will remain willing and able to be recalled to the Regional Office with advance notice. (See, Section 4.J) On occasions when travel to the Regional Office is necessary to accomplish the Agency’s mission or goals (e.g., settlement negotiations, reviewing hard copy documents, Section Training) I will gladly do so at minimal cost to the Agency.

Overall, working from my RWL will provide a financial savings for the Agency by eliminating the needs for monthly Transit Subsidy and my use of water, electricity, heating, and cooling in the Regional Office while maintaining my current locality pay level. Working from my RWL will also provide an environmental benefit to the Agency by reducing greenhouse gases produced during the miles driven as part of my long commute (80 miles round trip to access public transportation).

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Amanda Pruzinsky	Job Title & Grade: Physical Scientist GS-13
AAship/Region and Division: Region 3 ECAD	Address of Official Agency Worksite: 1650 Arch St, Philadelphia, PA
Employee's Work Phone: 215-814-5456	Employee's Work E-mail Address: Pruzinsky.Amanda@epa.gov
First-line Supervisor: Richard Rogers	First-line Supervisor's Work Phone: 215-814-5711
Proposed Start Date: 4/25/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>1/19/2021</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Due to the nature of my work, I work heavily with the state and EPA HQ, performing data analysis via my EPA issued computer, and coordinating through calls/virtual meetings and email. This can be performed as effectively from the remote work location as from the Official Agency worksite.

Database QA/QC - Historical Data Clean Up of the Inspections - Database Forensics: Data collection for these efforts are accomplished through data pulls from EPA's websites/databases. Findings/issues are written up via Microsoft Word and sent to the appropriate staff in ECAD or WD via email for follow up or input as a ticket to the EPA HQ ICIS Help Desk.

Targeting: Creating queries and analyses using data from ICIS-NPDES and other databases/tools to help target for inspections, etc. There are both annual and quarterly targeting efforts (and some ad hoc). Data collection is accomplished through data pulls from EPA's websites/databases and state websites or via requests sent through email. Once the data

Approval/Disapproval (attach documentation):

☐

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature: AMANDA
PRUZINSKY

Digitally signed by AMANDA
PRUZINSKY
Date: 2022.03.18 23:52:22 -04'00'

Date:

Supervisor's Signature:
Richard A. Rogers

Digitally signed by Richard A.
Rogers
Date: 2022.04.03 15:19:58 -04'00'

Date:

April 3, 2022

AA/RA (or designee) Signature:

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Bevin Esposito	Job Title & Grade: Lead Paralegal Specialist / GS-13
AAship/Region and Division: Region 3 - Office of Regional Counsel	Address of Official Agency Worksite: 1650 Arch Street, Philadelphia, PA 19103
Employee's Work Phone: 215-814-2637	Employee's Work E-mail Address: esposito.bevin@epa.gov
First-line Supervisor: Suzanne Parent	First-line Supervisor's Work Phone: 215-814-2630
Proposed Start Date: March 1, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>7/18/19</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I am a Lead Paralegal Specialist in ORC and also serve as the Region 3 Regional Hearing Clerk. My work as a paralegal and RHC is portable, can be done 100% electronically, and can be performed remotely as effectively as in the office. My work is performed on a computer through Outlook, Teams, SharePoint, OneDrive, Adobe, Excel, Word, PowerPoint, Westlaw, PACER, Compass, Lotus (Note: tasks currently completed in Lotus will soon be transitioned to a Salesforce application), and other software, internet programs, and EPA databases/systems. Since shifting to paperless, my work requires no access to in-office resources. Any needed trip to the office would require minimal costs for public transit. With regard to my work as RHC, documents that I process are filed and served electronically and do not require me to be in the office. Filings and submissions by parties to a matter are currently directed to a webmail mailbox. The Agency will soon be deploying (expected Spring 2022) a new e-filing system and filings and submissions to the RHC will be done electronically through an e-filing portal. My communications with EPA staff and outside parties to a matter are all completed via email, Teams, and by phone. I do not interact face to face with EPA staff or outside parties, and I do not attend docket or staff meetings. as I am a neutral as RHC per Part 22. I am infrequently called upon to assist the RJO

Approval/Disapproval (attach documentation):

☐

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature: BEVIN ESPOSITO	Digitally signed by BEVIN ESPOSITO Date: 2022.02.08 10:16:36 -05'00'	Date: 2/8/22
Supervisor's Signature: DONNA MASTRO	Digitally signed by DONNA MASTRO Date: 2022.02.08 10:51:53 -05'00'	Date: 2/8/22
AA/RA (or designee) Signature:		Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

As the Pollution Prevention (P2) Coordinator in Region 3, my job responsibilities are most effectively and efficiently performed remotely. The following are my responsibilities, how they are well suited for remote work, and how I successfully complete them remotely.

First, I lead the P2 efforts of Region 3 and serve as the Office of Chemical Safety and Pollution Prevention P2 Sub Lead for the national program. Because it is a national program, it requires a remote approach. I manage and train Region 3 P2 personnel on my team to successfully complete tasks and provide them with the resources they need using OneNote, Microsoft Teams, email, and phone. I keep our P2 Program information updated, organized and shareable remotely using OneDrive, OneNote, and Microsoft Teams. I prepare the agendas for national meetings, contribute content, gather input, and distribute information to headquarters and the other regions keeping the national program informed using email, and Microsoft Teams, as well as Microsoft Word and Excel documents sent as attachments.

Second, I manage the grants in our program. In performing my grant work, I almost always have remote meetings, because I am working with people in different regions and at places of business located throughout Region 3. I contribute to the headquarters P2 Grant Request for Applications (RFA) development process through email, Microsoft Teams meetings, and Microsoft Word. I promote RFAs through email and field questions from potential applicants by phone and email. I connect potential applicants to webinars explaining the P2 Grant application process. With respect to reviewing the grants, all these duties lend themselves to remote work. I necessarily use numerous programs on my laptop, which I can effectively use remotely. I review applications and process proposals that are submitted through grants.gov and accessible in the Next Generation Grant System (NGGS) on the Internet. I read the grant applications with Microsoft Word and Adobe Acrobat. I chair grant review panels made up of personnel from different EPA regions and headquarters reviewing and scoring grant proposals using Adobe Acrobat, Microsoft Word, Excel, email, phone, and Microsoft Teams. When the review process is complete, I schedule remote meetings using Microsoft Outlook and Microsoft Teams, because we are meeting with individuals in various locations. I successfully award grants by making recommendations and obtaining the appropriate concurrence from management and headquarters through Microsoft Teams briefings using PowerPoint and sharing Microsoft Word and Adobe documents. Therefore, my presence in the office is not required, and in fact, my dedicated home office allows me to conduct these meetings and tasks efficiently with few interruptions. I coordinate regularly with my Region 3 Project Officer on funding packages, updates, incremental and supplemental funding all through email, Microsoft Teams, and phone. I negotiate and plan the use of funding and grantee scope of work changes through email, phone calls and Microsoft Teams Meetings. I manage the coordination between grantees and Region 3's Quality Assurance Team through email, phone calls and Microsoft Teams Meetings to put the proper Quality Assurance Project Plans (QAPPs) in place. I partner our VADEQ P2 grant with the VA Performance Partnership Grant (PPG) and its management officer using SharePoint, email, and Microsoft Teams meetings. I communicate with my grantees on a regular basis by email, phone, and Microsoft Teams to keep them informed, monitor their progress, and obtain their progress reports. Again, this remote contact is essential because the grantees are spread throughout the region.

Third, I consolidate, refine, update, submit and resubmit as necessary Pollution Prevention End of Year results data and reports, including updating and maintaining Region 3 data in a national Internet accessible software package, P2 Grants Plus. I do this by reviewing grantees' reports that are always submitted to me remotely as emailed document attachments, consolidating the data in an Excel Spreadsheet, and uploading the information to P2 Grants Plus. I contribute our office P2 metrics to the Region 3 Bowling Chart on SharePoint.

Fourth, my job involves promoting the P2 program. Again, this requires me to conduct either remote meetings or site visits, when appropriate and approved, to engage with P2 stakeholders. Therefore, I do not need to be in the office to fulfill these responsibilities, and in fact, I am not in the office for site visits. I conduct outreach, amplify, promote, and provide briefings on the P2 Program by using Microsoft Teams, PowerPoint, salient issues, social media, the U.S. EPA's Pollution Prevention (P2) Email Newsletter, attend industry trade shows and contact interested businesses and potential grantees. I develop and maintain a Microsoft Excel contact spreadsheet to inform P2 stakeholders of our grants, best practices, and new opportunities, which I periodically refine with the Region 3 library and the P2 Hub, an off-site environmental consultant contractor that supports our national and regional programs, by sharing the Microsoft Excel spreadsheet by email, Microsoft Teams, and OneDrive.

Fifth, as an engineer with manufacturing and business experience, I bring unique contribution to the program. I develop technical resources and tools and refer my grantees to related technical content all in electronic form to support their grant projects. I attend my grantees business site visits when appropriate and approved. I provide observations and suggestions to my grantees that contribute to the success of their projects. I work with the P2 Hub to provide P2 business target leads to our grantees, which I then distribute to my grantees in Microsoft Excel spreadsheets. I gather feedback on these leads through email communication and share it with the P2 Hub for target refinement through email. I share the Excel spreadsheet with the Region 3 Library by email to populate it with Web Based Dunn & Bradstreet business information. I conduct Webinars to provide P2 Training and share pertinent topic developments. I have the dedicated uninterrupted office space in my home to successfully conduct the webinars. I develop and update an Online food manufacturing P2 Techniques Table tool. I lead a Metal National Emphasis Area (NEA) Affinity Group of P2 grantees and industry guests located across the country in Microsoft Teams for the purposes of networking to share best practices, accomplishments, and challenges. I develop and share tools and best practices including EPA P2 Website content by email working remotely with our P2 Hub. In many instances, the webinars, networking meetings and website are more convenient and time efficient for the audience than an on-site meeting and of course these interactions are designed for remote work. I have established and maintained a solid network and use virtual platforms and site visits to engage in partnerships in the pollution prevention program.

Finally, I effectively complete all my general EPA employee professional requirements remotely. I am available through phone, email, and Microsoft Teams and do most of my work with my laptop. I complete professional development and training through EPA Fed Talent, Online periodicals, email technical updates and webinars. I fully participate in my staff meetings, management check-ins,

colleague collaboration and national P2 meetings. When needed I am available for in person site visits, meetings, and episodic Organizational Medical Surveillance Program requirements since my RWL is in Region 3. I sign documents electronically and do not use paper.

My EPA position is tailored for remote work, and I effectively manage the role remotely. Approving this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals. I stay in full communication with my clients, customers, colleagues, management, headquarters, contractors, states, industry personnel and stakeholders from various organizations and in many locations inside and outside EPA. I attend in person meetings and site visits when needed. My remote work arrangement does not require reassigning work to others. I will continue to provide value and significant contributions to EPA. I manage, promote, and conduct outreach for my program and its grants. I am a national leader in my program, developing, contributing to, and sharing best practices and ideas all while working remotely. In fact, I always need to collaborate and work remotely, because many of my stakeholders are EPA colleagues and managers in other regions or headquarters and states, industry personnel, and grantees who are all located outside the physical Region 3 office. Therefore, for the duties associated with my position, remote work furthers the Agency's mission.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Dolores M. Cremeans	Job Title & Grade: Environmental Protection Specialist GS-0028-12
AAship/Region and Division: Region III, Superfund & Emergency Management Div.	Address of Official Agency Worksite: 1650 Arch Street, Philadelphia, PA 19103
Employee's Work Phone: 215-814-2058	Employee's Work E-mail Address: cremeans.dee@epa.gov
First-line Supervisor: Joanne Marinelli	First-line Supervisor's Work Phone: 215-814-3134
Proposed Start Date: 3/14/2022	If Temporary, Proposed End Date:

Address of Remote Work Location (Including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:

☒ Yes

☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number:

Ex. 6 Personal Privacy (PP)

Alternate Phone Number (if available):

Ex. 6 Personal Privacy (PP)

Request:

Check one:

☒ New Request

☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Dolores Cremeans

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☒ Remote Work Training taken on 3/11/2020 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

At my remote work location (RWL) in Morrisville, PA, I am able to perform all my duties as a Cost Documentation Specialist in the Cost Recovery Section (CRS) of the Program Support and Cost Recovery Branch, in the Superfund and Emergency Management Division (SEMD). I can fully perform all the duties of my position at the same level of performance at my Official Agency worksite, the Region III office in Philadelphia, Pennsylvania. However, I am able to report to my Official Agency worksite if needed.

Below are the duties I perform as a Cost Documentation Specialist which I am able to fully perform at my RWL:

Preparing and analyzing cost recovery packages (CRPs) in support of cost recovery actions using the SCORPIOS financial system. These CRPs are used to document and defend the funds expended and work performed by the federal
CONTINUED ON ATTACHMENT TO APPENDIX D

Approval/Disapproval (attach documentation):

☐

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature: DOLORES
CREMEANS

Digitally signed by DOLORES
CREMEANS
Date: 2022.02.09 06:56:20 -05'00'

Date:

Supervisor's Signature:

Joanne Marinelli

Date:

2/9/2022

AA/RA (or designee) Signature:

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

I can perform all my assigned duties as effectively from the RWL as from the official agency worksite. My RWL workspace is free from excess noise and allows me the ability to accomplish the Agency's mission and meet its operational goals and deadlines. My workspace is equipped with a private office setting which includes an office style desk, office style work chair, personal printer, and meets all requirements of Appendix B – EPA Remote Work Self-Certification Safety Checklist.

I manage and make decisions regarding receipt, award, and management of the following Assistance Agreement programs: Brownfield Job Training; State Response Program; State Lead TSCA PPG; Pesticide PPG; WVDHHR PPG; Clean Water Act Section 106; National Estuary; Tribal General Assistance Program; and the Hazardous Waste Management State Program Support, throughout the pre and post award process, amounting to more than more than 60 individual grants. I submit MBE/WBE reports and baseline monitoring reports through the NGGS-R3 Grants data system.

My work as a Grants Specialist consists of 100% electronic reviewing and approval of new grant applications packages for new awards, amendment application packages for supplemental funding, as well as incremental funding and re-budgeting of changes to award budgets. I receive amendment application packages from R3_Grant_Awards@epa.gov (which I download the attachments directly from the email), and new Grant Application Packages from igms.notify@epa.gov through the Outlook email system, which provides a link of all the application attachments to the NGGS-R3 Grant Application system. I then download and rename each attachment to a One Drive Folder. This is done simultaneously as I send an email to Marie James (Senior Environmental Employee (SEE) Grant Specialist) requesting a new Grant number for non-continuing awards. Upon completion of an electronic review of the application package and attachments, I create the award document in the NGGS-R3 Grants data system, and forward for management's electronic signature. Once this is complete - as an admin member on the R3 E-Grant SharePoint filing Solution, I create a file in SharePoint immediately and download all attachments creating an electronic file of the new grant.

I participate in the following EPA hosted virtual meetings through Microsoft Teams: Weekly Grants Management Section meetings; monthly Grants Customer Relations Council meetings concerning Grant related updates and issues; monthly Performance Partnership Grants (PPG) meetings, to provide status reports on the PPG grants I manage; I serve as the Grants Office, Freedom of Information Act (FOIA) Contact Person, assisting in electronic preparation of responses, while making sure grant requested information is submitted to the FOIA Officer in a complete and timely manner, attending virtual meetings when requested; I also serve as the Region 3 Grant Specialist Admin Lead, for the R3 E-Grant Files SharePoint Solution for the electronic filing system, where I am responsible for virtual meeting planning, training, and facilitation of an open house Q&A hour - this system replaces the paper filing system throughout the agency and houses an electronic grant filing system for national use.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Karen Esposito	Job Title & Grade: Env Protection Specialist / GS-13
AAship/Region and Division: Region 3 / SEMD	Address of Official Agency Worksite: 1650 Arch Street, Philadelphia, PA 19103
Employee's Work Phone: 215-814-2336	Employee's Work E-mail Address: esposito.karen@epa.gov
First-line Supervisor: Susie Chun	First-line Supervisor's Work Phone: 215-814-2469
Proposed Start Date: 02/13/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code):	
Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available): Ex. 6 Personal Privacy (PP)
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>07/18/2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

All of my work duties can be accomplished 100% remotely. I have the tools needed to accomplish my work from my home office. This includes an EPA pc, internet, access to EPA programs/training, printer, cell phone, and private office space. My home office has all the essentials/products and access to EPA resources that I require. With access to all EPA systems/software required to accomplish my duties. I do not require access to EPA space or records/files. My work as a Project Officer/COR is contract administrative support. whereas all aspects of my work can be accomplished on-line, through Teams meetings, emails and/or telephone conversations. All of those who require my contract support services are either working on SF sites and not in the EPA office space or have always had quick/easy access to my support via email/phone/Teams and have not required face-to-face interactions. Not reporting to the office will in no way hinder my ability to effectively perform my duties, accomplish my goals, nor prohibit exceptional contract administrative support to EPA. Further, my work does not require face-to-face interaction outside of EPA either. In sum, I can work 100% remotely while continuing to provide effective and outstanding, contract support to SEMD personnel without any additional cost to EPA. Working remotely will have no negative impact on EPA personnel goals, nor be a detriment to EPA's mission accomplishments.

Approval/Disapproval (attach documentation):

- ☐ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: KAREN ESPOSITO	Digitally signed by KAREN ESPOSITO Date: 2022.01.24 16:37:42 -05'00'	Date: 1/24/2022
Supervisor's Signature: SUSIE CHUN	Digitally signed by SUSIE CHUN Date: 2022.01.27 09:50:59 -05'00'	Date: 1/27/2022
AA/RA (or designee) Signature:		Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

ROUTING SHEET – REQUEST FOR REMOTE WORK

Instructions: After receiving a remote work application, first line supervisors are to provide the information necessary to fully review the remote work request.

Once the information below is complete, this form should be:

- Signed off by the first line supervisor.
- This document should then be submitted, along with the remote work application, to your organization's designated point of contact **within 7 days** of the employee's submission of remote work application to the supervisor.

Name of employee requesting remote work:	Joan Martin-Banks
Employee title/series/grade and any informal title (e.g. Physical Scientist - OSC):	Civil Investigator, GS-1810-13
EPA Program or Region	Region 3, SEMD, Cost Recovery Section
EPA Office location:	1650 Arch Street, Phila., PA
Employee Bargaining Union (if applicable)	AFGE
Distance, in miles (as the crow flies), between EPA office location and employee's proposed remote work location (RWL). Calculate here :	13

	Section 1: Portability of Work	YES	NO
1	Is 100% of the employee's work portable?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	If you marked "No" to question #1, please explain:		
2	Are the employee's duties likely to change in the future?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	If you marked "Yes" to question #2, please explain:		
3	Can the employee perform all of their tasks and work assignments at least equally effectively at the remote work location (considering quality, quantity, speed, manner of performance, other factors)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	If you marked "No" to question #3, please explain:		
4	Would approving the proposed remote work location require reassignment of current work or tasks to other staff? Please ensure you are considering all tasks (e.g. mail, records management)	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	If you marked "Yes" to question #4, please explain:	
5	Estimate how often (per year) the employee's work requires access to in-office resources (e.g. PIV Card, IT services, GOV, field equipment, paper files, etc.)?	2 - 3
	Section 2: Remote Work Location and Cost Analysis	
6	Is employee's proposed RWL address within 50 miles of the office (calculated above)?	<input checked="" type="checkbox"/> <input type="checkbox"/>
7	If this is a renewal, please include the actual number of trips from the RWL to the EPA office during a typical year:	
8	Does the employee's proposed RWL affect the current locality pay?	<input type="checkbox"/> <input checked="" type="checkbox"/>
	If you marked "yes" to question #8, please describe the different in salary amounts indicating whether the RWL will be a cost savings or increased expense.	
9	Estimate the annual number of trips from the proposed remote work location to the EPA office per year:	2 - 3
10	Estimate travel costs for each trip into the official agency worksite (i.e. office), in accordance with EPA travel guidance . CONCUR can be a good tool for estimating the cost of travel. Please note, local travel, travel within 50 miles of the official agency worksite, still requires pre-approval by a supervisor and the most cost-effective mode of travel. Employee would use public transportation to travel to the office, which is free for her due to her age.	
	○ Please describe and estimate any increase or decrease in field travel costs, considering proposed RWL (if applicable):	\$
11	Annual transit subsidy costs at the regular work site (if applicable)?	\$ 0
	Section 3: Continued Effectiveness	
12	Would approving the remote work location cause any disruptions to communications with internal or external clients/customers (e.g. public, state and local entities, stakeholders)?	<input type="checkbox"/> <input checked="" type="checkbox"/>
	If you marked "Yes" to question #12, please explain:	

		YES	NO
13	Would approving the remote work location cause any disruptions to customer Service with any agency customers or stakeholders (e.g., public, states, industry)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	If you marked "Yes" to question #13, please explain:		
14	Does the employee's position require in-person interface with management officials on a routine basis?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	If you marked "Yes" to question #14, please explain:		
15	Does the employee's position require in-person interface with colleagues on a routine basis?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Doe If you marked "Yes" to question #15, please explain:		
16	Does the employee have a demonstrated track record of meeting performance plan objectives and working without close in-person supervision (including conduct of work during the COVID-19 pandemic)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	If you marked "No" to question #16, please explain:		
17	Are there any current or anticipated technological impediments to the employee performing their duties at least equally effective at the proposed work remote work location?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	If you marked "Yes" to question #17, please explain:		
18	Is the employee a recent hire (within last year)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	○ If yes, does the employee have previous federal service?	<input type="checkbox"/>	<input type="checkbox"/>
	○ Length of prior federal service?		
	○ Describe any previous experience teleworking		
	○ Is the employee fully trained in their job duties?	<input type="checkbox"/>	<input type="checkbox"/>
	○ Will training in any job duties be negatively impacted (delayed, less quality, etc.) by proposed remote application? If yes, please explain:	<input type="checkbox"/>	<input type="checkbox"/>
19	Is this a supervisory position?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

		YES	NO
20	Based on the criteria evaluated above, do you have any concerns regarding this remote work request?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	If you marked "Yes" to question #20, please explain:		

Please include a detailed list of duties and how they will be performed in a hybrid environment. You may enter this information below or attach as a supplementary document in the Remote Work Package.

As a Civil Investigator (CI) in the Region 3 Cost Recovery Section, the employee conducts Potentially Responsible Party (PRP) searches to identify Superfund Site owner/operators, arrangers for disposal, generators and/or transporters of hazardous wastes through fact and evidence gathering activities via all available sources and interviews which are all accessible online. The employee issues PRPs General and Special Notice Letters, offering them an opportunity to perform the site cleanup. If PRPs choose not to perform the cleanup, employee as part of an enforcement team, pursues reimbursement of EPA's costs to perform the cleanup. The employee's work is 100% portable.

The employee performs the following PRP search/enforcement tasks: issues CERCLA Section 104(e) Information Request letters to obtain site information and PRP evidence; performs record reviews; prepares Notice Letter Recommendation Memos and Pre-Referral Litigation Reports/Referrals to the U.S. Department of Justice (DOJ); drafts correspondence, memos and other documents to move enforcement case forward; compiles evidence summaries; drafts legal documents; provides litigation support to the Office of Regional Counsel and the DOJ;

FIRST LINE SUPERVISOR:

I have carefully reviewed the information I provided above and certify that the information above is true to the best of my knowledge and belief. I will submit the form to my organization's designated POC and will inform the employee via email that "I have reviewed your application for remote work, and I have forwarded it for further processing."

Joanne Marinelli

Joanne
Marinelli

Digitally signed by Joanne
Marinelli
Date: 2022.03.17
09:41:36 -04'00'

**Joanne
Marinelli**

Digitally signed by
Joanne Marinelli
Date: 2022.05.02
09:48:02 -04'00'

Printed Name

Signature

Date

DECIDING OFFICIAL:

After reviewing the information provided, my preliminary thoughts on the above request are:

Printed Name

Signature

Date


I moved from the Philadelphia regional office to the Fort Meade field office in 2001. Since then, a very large component of my work has always functioned as if I were working remotely as most of my clients were based out of Philadelphia. Prior to the reorganization in the Office of Regional Counsel I did enforcement work and I was able to attend to those cases working from Fort Meade with the same ease as any attorney in Philadelphia. I did so by using all the tools at my disposal and maintaining close communication with my clients at all times. As needed I went to the Philadelphia regional office for settlement conference or for other needed in-person events. I remain available to go to either the Philadelphia regional office or the Fort Meade field office as needed to complete my work and can do so at minimal cost to the Agency.

I am currently working in the multimedia counseling branch and as such I handle a variety of matters, including the Coal Combustion Residual Rulemaking under the Resource, Recovery and Conservation Act, the Certification and Training Program under the Federal Insecticide, Fungicide and Rodenticide Act, Title VI of the Civil Rights Act of 1964, Environmental Justice, Tribal matters, some Clean Act matters (such as infrastructures State Implementation Plans or Title V Permit Petitions) and limited matters involving PCBs. In order to carry out the above work, I interact with a variety of offices from Region 3, headquarters and other regions. I am able to accomplish the work by using the tools available, such as teleconferencing, video conferencing, email, Sharepoint sites and chat functions; the transmission and movement of documents can all be accomplished via digital means. Moreover, all research can now be accomplished online and I have not had the need to go to a legal library for many years. In essence, over the course of the last 20 years, I have been able to effectively work from any location as long as I have had my laptop and a phone available. I continue to offer my clients the same level of availability as when I was in the office, which is aided by the fact that I have over thirty years of experience working for EPA Region 3 and have established working relationship with many of those I interact with.

In sum, because of the combination of the type of work I am currently doing, the tools I have available to carry out my work, and my experience as an Assistant Regional Counsel, I am able to effectively contribute to the Agency's mission and assist it in meeting its operational goals.

I am the R3 Regional Monitoring Coordinator and WV's 303(d) list and TMDL coordinator in the STS section. My duties involve reviewing and approving 106 monitoring grant workplans, reviewing and approving WV 303(d) and TMDL documents, conducting independent assessments of water quality data, and providing 303(d)/305(b) water quality assessment support to STS and state colleagues. While working remotely, I have successfully completed these duties and effectively resolved technical and programmatic issues while working with EPA, federal agency, state colleagues, and stakeholder groups. I am the only member of my section located outside of Philadelphia, so changing my duty station from the Wheeling office to my home will not influence my day to day interactions with my co-workers or ability to connect with them. While working remotely, I have successfully contributed to all team huddles, 303(d) team, and WQS team calls, led R statistical trainings and information sessions remotely for the STS section as well as the Chesapeake Bay Program Office, and briefed the water division director and regional administrator on issues in WV. Since November of 2019, I have co-lead a national workgroup on continuous water quality monitoring, and I continue to lead monthly internal calls, work sessions with the Association of Clean Water Act Administrators (ACWA) continuous data workgroup, and coordinate with the National Tribal Water Council from home. I have given presentations and led discussions at several conferences, including the National Water Quality Monitoring Conference, the Association of Mid-Atlantic Aquatic Biologists conference, and National EPA meetings while working remotely. I participate and contribute to national programmatic regional monitoring and 303(d) monthly calls and have led a collaborative effort with VA to evaluate if their water quality monitoring is serving areas of potential environmental justice concern all while working from home. As my work requires only Internet, a computer, monitor, and chair, it can be performed remotely without diminishing the final work product.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Benjamin Joseph	Job Title & Grade: Civil Investigator, GS-12
AAship/Region and Division: Reg. III SEMD	Address of Official Agency Worksites: 1650 Arch St. Philadelphia PA 19103
Employee's Work Phone: 215-814-3373	Employee's Work E-mail Address: joseph.ben@epa.gov
First-line Supervisor: Joanne Marinelli	First-line Supervisor's Work Phone: 215-814-3134
Proposed Start Date: 5/1/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksites: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature 	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3/15/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Plse. see attachment

Approval/Disapproval (attach documentation):

- ☐ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: Ben Joseph	Digitally signed by Ben Joseph Date: 2022.03.17 13:14:24 -04'00'	Date:
Supervisor's Signature: Joanne Marinelli	Digitally signed by Joanne Marinelli Date: 2022.03.17 15:14:08 -04'00'	Date:
AA/RA (or designee) Signature:		Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT


Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Annie Hoyt	Job Title & Grade: Environmental Scientist GS-13
AAship/Region and Division: Region 3 ECAD	Address of Official Agency Worksite: 701 Mapes Rd. Ft. Meade MD 20755
Employee's Work Phone: 410-305-2640	Employee's Work E-mail Address: hoyt.annie@epa.gov
First-line Supervisor: Aquanetta Dickens	First-line Supervisor's Work Phone: 215-814-2080
Proposed Start Date: 2/1/2022	If Temporary, Proposed End Date: N/A
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature 	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>1/25/22</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

All of my work is portable. I review documents, meet with co-workers, assign work, develop enforcement cases and update

Approval/Disapproval (attach documentation):

- ☐ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: Annie Hoyt	Date: 1/20/2022
Supervisor's Signature: <i>Aquanetta Dickens</i>	Date: 1/26/2022
AA/RA (or designee) Signature:	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

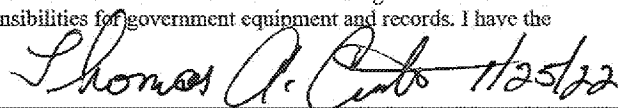
PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement	
Employee Name: Thomas A. Cinti	Job Title & Grade: Attorney/Advisor Grade 14
AAship/Region and Division: Region III/ORC	Address of Official Agency Worksite: 1650 Arch Street, Philadelphia, PA 19103
Employee's Work Phone: (215) 814-2634	Employee's Work E-mail Address: cinti.thomas@epa.gov
First-line Supervisor: Suzanne Parent	First-line Supervisor's Work Phone: (215) 814-2630
Proposed Start Date: March 6, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code):	
Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite:	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available): Ex. 6 Personal Privacy (PP)
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
	
<input checked="" type="checkbox"/> Remote Work Training taken on 07/29/2019 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Since March of 2020, I have been working remotely, and during that time I have effectively performed my duties and accom

Approval/Disapproval (attach documentation):

- ☐ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: THOMAS CINTI Digitally signed by THOMAS CINTI
Date: 2022.01.20 15:06:12 -05'00'

Date:

Supervisor's Signature: Parent, Suzanne Digitally signed by Parent, Suzanne
Date: 2022.04.07 12:41:06 -04'00'

Date:

AA/RA (or designee) Signature:

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

I am a Lead Paralegal Specialist in ORC. My work is paperless and can be done 100% electronically and can therefore be performed remotely as effectively as in the office. My work is performed on a computer through Outlook, Teams, Adobe, Excel, Word, PowerPoint, EPA databases, OneDrive, PACER, SharePoint, Westlaw, Relativity, SEMS, OALJ website and Lotus (Note: tasks currently completed in Lotus will soon be transitioned to a Salesforce application). My work consists of research (using Westlaw, PACER, internet and other electronic resources), eDiscovery duties (using Relativity and Sharepoint), electronic document reviews (using Relativity, SEMS, and documents housed on the network drives), creating and editing documents (using Word, Excel, PowerPoint and Adobe Pro), efilings documents (using the OALJ website and email) and issuing and tracking litigation holds (using SharePoint and Relativity) and do not require in office presence. I serve on two EPA workgroups and communications are done via Teams and email. Meetings and calls with EPA employees in other Regions and Headquarters are also conducted via Teams. Sensitive documents are transferred securely via OneDrive and DOJ documents are transferred via JFES Box. Any mandatory trip to the office, if required by management, would be at no cost to the Agency. I do not interact face to face with EPA staff or outside parties. My communications with them are completed via email, Teams, and by phone. Meetings and calls with EPA employees in other Regions and Headquarters are also conducted via Teams or by phone. Therefore, there will be no foreseen disruption regarding internal or external communication. I have proven that my work can be done remotely, as I have received the highest work ratings from my supervisor for my work.

Attachment 1

Howard Schmidt Job Duty Chart

Job Duty Description	How Work is Received	How Work is Performed
Regional Point-of-Contact for emerging sensor technologies, air toxics, Pb, SO ₂ and NO ₂	Requests concerning sensors & air monitoring networks comes via email or Teams meeting from OAQPS and State/Local agencies.	The specific request dictates the response. A data response will be completed by MS Excel and use of EPA's Air Quality System (AQS). Other types of requests may entail use of Google Earth Pro or archived in-house monitoring data.
Oversight of assigned Section 105 Grant Plans	An automated message is delivered via email by the GRANTTRAX system and reminders are also sent via email from the ARD Partnership & Grants Office.	Sign into GRANTTRAX and update progress of grants and expectations going forward into the next grant cycle.
Response to FOIAs	FOIA requests are sent from the Regional Administrator's Office to the appropriate Division and then assigned to personnel based on the subject matter.	Email searches to acquire the information requested in the FOIA is completed using the RELATIVITY system.
Lab and monitoring data analysis & compliance	Lab data is sent via email from the analyzing state/local agency or from the national contractor. Monitoring data not requiring lab analysis is uploaded directly to the Air Quality System (AQS).	Lab data spreadsheets are reviewed to identify any data outliers and to ensure compliance with grant requirements. The results are stored in three locations: email & attachment are saved in MS Outlook folder, another copy is saved locally on my laptop and a third copy is saved to the network for other group members to access. AQS data is reviewed quarterly when submitted by state/local agency. Data is analyzed in MS Excel with spreadsheets stored locally and copied to the network.
Non-regulatory atmospheric modeling	Requests from modeling are made via e-mail from both internal and external clients. An agreement to complete the task is made in consultation with Branch Chief.	Work is completed via laptop using the AERMOD atmospheric modeling system. Data output and reports are produced and sent to requester via email.
ARD atmospheric emergency modeling contact	Alerted via email to any incidents requiring modeling assistance or analysis of chemical release.	All work completed using the appropriate atmospheric model via laptop.
Document review of QAPPs, field sampling plans, monitoring network plans, modeling projects, etc.	Work is received periodically dependent on the document type. All are delivered via email from the state/local agency to the branch Quality Assurance officer.	Documents are reviewed using MS Office and tracked internally using ELMS products to ensure all deadlines are met. Division personnel meet every two weeks via Teams to discuss the progress of all documents currently in the pipeline or expected to arrive in the near future.
Map production	Requests come via email or Teams meetings from EPA personnel or state/local agencies	Google Earth Pro is used to produce requested maps typically for specific monitoring networks.
Preparation of briefings to senior management	Requests are delivered via email or Teams meetings from the Branch Chief	Briefing documents can take the form of Google Earth Maps, Word documents, PowerPoints or Excel spreadsheets.
Delivering briefings and training	Requests are delivered via email or Teams meetings from the Branch Chief	Briefing documents and training materials can take the form of Google Earth Maps, Word documents, PowerPoints or Excel spreadsheets.

materials to internal and external clients		
Workgroup participation	Workgroup meetings are held on a periodic basis	All workgroup meetings take place via Teams.

Appendix D - EPA-AFGE Remote Work Application/Agreement



Employee Name: Robert G. Thomson, Jr	Job Title & Grade: Environmental Engineer/RPM - GS-13
AAship/Region and Division: EPA R3 - Superfund and Emergency Management Division	Address of Official Agency Worksite: 1650 Arch St. Philadelphia, PA 19103
Employee's Work Phone: 215-814-3357	Employee's Work E-mail Address: thomson.bob@epa.gov
First-line Supervisor: Deborah Goldblum	First-line Supervisor's Work Phone: 215-814-3432
Proposed Start Date: March 1, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code):	
Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature <div style="display: flex; align-items: center; justify-content: center;"> <div style="font-size: 2em; font-weight: bold; margin-right: 10px;">ROBERT THOMSON</div> <div> Digitally signed by ROBERT THOMSON Date: 2022.01.25 08:27:07 -05'00' </div> </div>	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>7/23/19</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I am currently a Remedial Project Manager (RPM) in the EPA-Region III Superfund and Emergency Management Division,

Approval/Disapproval (attach documentation):

- ☐ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: ROBERT THOMSON	 Digitally signed by ROBERT THOMSON Date: 2022.01.20 08:47:06 -05'00'	Date: 1/20/22
Supervisor's Signature: DEBORAH GOLDBLUM	 Digitally signed by DEBORAH GOLDBLUM Date: 2022.02.16 08:47:57 -05'00'	Date: 2/16/22
AA/RA (or designee) Signature:		Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Job duties

- Perform routine administrative baseline monitoring activities for 60 grants
- Review 30 or more new grant applications applying analytical and evaluative techniques to the identification, consideration, and resolution of issues or problems
- Routinely prepare grant awards and amendments and resolve routine issues that may arise.
- Routinely review Funding recommendations, Commitment notices and change request received from PO to process grant awards accurately
- Conduct quarterly PO/GS meetings (P&G roundtable). In preparation for these meetings, I create PowerPoint presentations of various topics. I contact other divisions to participate and present at the meetings to provide PO/GS information and updates as it pertains to grants, NGGS, e-grant file, fraud awareness, Funding recommendations, awards, grant descriptions, QMPs
- Conduct quarterly Sr. PO/GS meeting to receive feedback on P&G roundtable and topics for future meetings.
- Train and mentor newer grant specialist via technology (teams, text messages, Facetime). On grant reviews, checklist, who to contact if the grant has a problem and other grant specialist job duties.
- Have routine check-in meetings with non-senior grant specialist to see how they are doing with their grant workload and home/work balance
- Welcoming new grants specialist to EPA, answering questions they have with EPA guidelines as a new person, entering your time, requesting time off.
- Serve as a continuous source of support to non-senior grant specialist if they have issues with grant applications, checklist, work plans, budget, grantee and project officers.
- Assist non-senior grant specialist with guidance on questions they may have concerning grants or other topics
- Provide grant guidance to non-senior Grant specialist. Questions regarding grant awards, closeouts, reviewing new grant applications, administrative conditions, checklist (the workplan, budgets, 4700-4)
- serve as Grants Office records team contact person. Attend records meetings. Go to the office as needed to prepare file room for the move.

- Communicate with PO via email/phone with questions or problems that arise on grant applications, incremental or supplemental actions. These issues could be incorrect budget and/or missing documents to proceed with the grant process.
- Provide guidance on grant procedures to project officers.
- If a funding recommendation is incorrect provide the PO with the return to sender sheet via email and communicate the reason why the grant is being returned.
- When needed serve as Acting GMO. In this capacity I have reviewed and approved grant awards. In the past I have reviewed 2-15 grants in a day. Coordinate with SEE employee grant that need approvals.
- Communicate daily with SEE employee on grants that must be awarded and issues that have come up in her red pen review of the grant. Provide solutions to those issues or if it should be elevated to the GMO.
- Use the e-grant file to file my grant work i.e. applications documents, amendment documents, correspondence
- Request time off and input time on PPL
- Communicate with GMO supervisor via teams/email about training of new hires or issues brought to me by other Grant Specialist.
- Have bi-monthly check-in meetings with GMO and Branch chief as needed to talk about work/life balance
- Have meetings with GMO to discuss my agenda items for the Sr. PO/GS meetings and the P&G roundtable
- Attend meetings (when needed) for Branch Chief or GMO if they are not available to attend the meeting
- Frequently send email messages to the Region 3 grant and po community with grant updates and reminders.
- Attend weekly Grants specialist meetings
- Attend bi-weekly Sr. Grants Specialist meetings
- Serve as the State Revolving fund (SRF) primary contact for grants. Train new grant specialist on the SRF program. Complete grant annual review questions for the SRF program.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Baseemah Z. Patterson	Job Title & Grade: Grants Management Specialist GS-13
AAship/Region and Division: Region 3- MSD-Acquisition and Assistance Branch	Address of Official Agency Worksite: 4 Penn Center
Employee's Work Phone: 215-814-5371	Employee's Work E-mail Address: patterson.baseemah@epa.gov
First-line Supervisor: Kenneth I. Rose III	First-line Supervisor's Work Phone: 215-814-3147
Proposed Start Date: May 1, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>2/28/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I believe I can effectively perform my work duties from a RWL because my job duties can be performed equally as effective at the RWL. My work does not require access to in office resources. Technology (teams, facetime, text messages and emails) allows me to have access to people and systems to get my job done from a RWL. I am self-motivated and have a history of dependability. I have demonstrated a track record of meeting job objectives without close supervision. I am well organized and manage my time at my RWL as if it is an office environment. 100% of my work is portable and going to RWL will not shift any functions or responsibilities to other staff. There would be no adverse impact on other offices or programs.

I have and continue to perform my job duties above and beyond in a telework situation. I work well with people and have a positive effect on my co-workers in RWL. I can continue this performance meeting the mission and operational goals of EPA and the Grants Management Section. I will be available for any meetings with customers, grantees,

Approval/Disapproval (attach documentation):

☐

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature: BASEEMAH PATTERSON	Digitally signed by BASEEMAH PATTERSON Date: 2022.02.23 13:40:10 -05'00'	Date:
Supervisor's Signature: KENNETH ROSE	Digitally signed by KENNETH ROSE Date: 2022.02.28 15:22:54 -05'00'	Date:
AA/RA (or designee) Signature:		Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

My primary day-to-day duties include reviewing grant/cooperative agreement applications for new awards or existing awards that require amendments, creating awards based on those applications, and monitoring existing awards via baseline reporting. All of these activities require deep dives into program-specific regulations and requirements and frequent communication with grantees/applicants and EPA programmatic personnel. Secondary duties include collaborating with the virtual grant filing system team to assist R3's transition to a 100% virtual filing system, which requires regular informal training calls with programmatic and administrative personnel, creating new grant files for new award, and assisting in the creation of a R3-specific SOP for the virtual filing system. Another secondary includes working the MBE/WBE coordinator to review, request revisions (if necessary), and ultimately input MBE/WBE data that was submitted by grantees for all R3 grants.

In my designated RWL, I have access to the same resources, computing requirements, communication options, and safe work environment as what is offered in-office. As a Grants Management Specialist, I'm constantly communicating with colleagues, supervisor(s), and customers via Outlook, Teams (call and chat) and cell (via EC500), all of which are available at my proposed RWL. My position also necessitates consistent internet access to process awards, crosscheck regulatory and statutory requirements, and more, and the ability to do so in an area that meets the safety standards required by law. My planned RWL meets these standards, and by cutting down on commute time, increasing my sense of work/life balance, and working in an area that is as safe as the office, a remote work situation is likely to increase operational output. Since the Grants Specialist position also rarely requires travel and never requires specialized equipment (ie a laboratory), a remote work situation is unlikely to hinder any of EPA's objectives, and the agency's mission will continue successfully.

Appendix A: Samantha Rachko Summary of Duties

Provided in this appendix is a summary of duties to be performed fully remote. Access to the Regional Office is not required to fully perform any of these duties and all remote activities can be performed on EPA issued laptop. Any external meetings are likely to occur on site at partner locations and any travel cost are anticipated to be de minimus.

Critical Element #1: EPA Building Coalitions and Communication

- Participate in Internal and External Agency Workgroups (Urban Waters, Disaster Mitigation Workgroup, Green Infrastructure Coordination, etc) via remote platforms

Critical Element #2: EPA Teamwork and Cooperation

- Internal Teamwork: Providing technical support to Urban Waters Baltimore Location, Regional Mitigation Coordinator, Participant on WD Climate Team, Disaster Resilience Workgroup, MD Cross Branch Coordination, RARE Project Communication, NPS Team Coordination, P & G Roundtables, R3 Records Champion Team, Mitigation and Recovery Coordinators Call, etc.
- External Teamwork: Green Streets, Green Jobs, Green Towns Grant Program, MD 106 and 319 Project Officer, Region III Recovery Support Function Leadership Group, West Virginia Silver Jackets Team, Actionable Science Flood Team, Green Infrastructure Stakeholder Advisory Group, etc.

Critical Element #3: EPA Grant Management Project Officers

- Grant Management: Manage 2 grants: Maryland Department of the Environment (MDE) 106, Maryland Department of the Environment (MDE) 319, using EPA's web based NGGS platform and GRTS.
 - All PO reporting duties are completed via the NGGS web platform and record keeping is done on EPA's Grant File Sharepoint. Official grantee communication is delivered by email and/or remote MS Teams meetings.

FY2022 Current Assignments to be fulfilled fully remote

- **Green Infrastructure Team Lead:** Technical contact for regional Green Infrastructure (GI) work; Participate in several GI workgroup calls internal and external; provide technical review as needed internally and externally
- **Regional Mitigation Coordinator:** Participate in workgroup calls; Disseminate Materials for review among EPA divisions and programs; coordinate with other federal agencies
- **Urban Waters Regional Coordinator:** Participate in quarterly Urban Waters meetings and other relevant subcommittee meetings; review, comment on technical reports; serve as the Baltimore location lead; review relevant grant program proposals
- **Project Officer (MD 106 and 319) :** Coordinate internally with EPA program leads to discuss milestones and progress via e-communication; use NGGS to process and award all grant documents; use Grant folder Sharepoint to manage documentation; communicate with grantees via email on project implementation and grant requirements (ie QA and progress reports)
- **Green Streets, Green Jobs, Green Towns (G3) Grant Program Lead:** Coordinate with the Chesapeake Bay Trust and any other partners on the G3 program; Review and edit RFP to reflect EPA priorities; review G3 grant proposals; manage G3 website; manage technical review committee; organize G3 press events annually

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Khalia Thompson	Job Title & Grade: Program Manager, 1301, GS-12
AAship/Region and Division: Region 3 RCRA Programs Branch	Address of Official Agency Worksite: 1650 Arch Street Philadelphia, PA 19103
Employee's Work Phone: 215-814-3348	Employee's Work E-mail Address: thompson.khalia@epa.gov
First-line Supervisor: Harry Daw	First-line Supervisor's Work Phone: daw.harry@epa.gov 215-814-3244
Proposed Start Date: 05/01/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>03/16/2022</u> via <u>date</u> (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Please see attached summary.

Approval/Disapproval (attach documentation):

☐

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature: KHALIA
THOMPSON

Digitally signed by KHALIA
THOMPSON
Date: 2022.03.16 17:58:04 -04'00'

Date:
04/05/2022

Supervisor's Signature: HARRY DAW

Digitally signed by HARRY DAW
Date: 2022.07.05 13:15:32
-04'00'

Date:

AA/RA (or designee) Signature:

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Megan Mackey	Job Title & Grade: Environmental Protective Specialist/13
AAship/Region and Division: EPA Region 3 Water Division	Address of Official Agency Worksite: 1650 Arch Street Philadelphia PA 19103
Employee's Work Phone: 215-814-5534	Employee's Work E-mail Address: mackey.megan@epa.gov
First-line Supervisor: Catherine Magliocchetti	First-line Supervisor's Work Phone: 215-814-2174
Proposed Start Date: 02/27/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 5px; text-align: center;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: 215-814-5534	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>1/31/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

See Appendix A Attached

Approval/Disapproval (attach documentation):

☐

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature: Mackey, Megan <small>Digitally signed by Mackey, Megan Date: 2022.03.03 14:53:38 -05'00'</small>	Date:
Supervisor's Signature: CATHERINE MAGLIOCCHETTI <small>Digitally signed by CATHERINE MAGLIOCCHETTI Date: 2022.03.03 15:36:04 -05'00'</small>	Date:
AA/RA (or designee) Signature:	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

My work is 100% portable as it is done entirely using laptop, email, internet and phone. My work consists of:

1) EJSCREEN ASSESSMENTS - (these are requested by email (or rarely phone) from EPA program staff and managers. EJScreen itself is a publicly available website and spatial analysis tool that links to all necessary data via EPA's web-accessible geo-server. Sharepoint, email, as well as Teams and other internet based technologies enable the full range of my work - process, management and production, delivery, presentation and sharing. I can remotely obtain access to any data sets I need for my analyses from EPA websites and hundreds of other federal agency, state agency, health department and other organization websites including data on air pollutants, water quality and safety (including drinking water and lead), superfund sites, demographics, RCRA sites, brownfields restoration, environmental justice, childrens health and greenspace. Data sources, reports and tools are universally posted to organization's websites.

2) COMMUNITY HEALTH AND ENVIRONMENTAL DATA ANALYSIS AND REPORT DEVELOPMENT;

3) DEVELOPMENT OF DATA TOOLS, ANALYSIS METHODS AND ENVIRONMENTAL INDICATORS WITH EPA REGIONS AND HQs

The data, tools, scientific research, reports and EPA policies, procedures, programs and contacts that I use as well as those being developed are all web-based and fully web-accessible. EPA, federal agencies, states, academia and external partners as a goal and practice make their data available for download and analysis from their internet sites as well as providing arcGIS tools on their internet sites to analyze the data. The OPEN Government Data Act requires federal agencies to publish their information online as open data, using standardized, machine-readable data formats, with their metadata included on the Data.gov website. EPA, other federal agencies, states and others are developing more and more online tools to make data easier to use and easier to access and analyze. The tools I use are based on a standardized ArcGIS spatial data web-accessible platform and the data is available for use on these web-based platforms or can be downloaded. The websites and webtools I use most commonly are: EPA's EJScreen, EPA's EnviroAtlas, Census.gov, USDA Food Deserts CDC Places and 500 Cities, CDC Wonder and state websites. In the rare case where the data is not web-accessible it is accessible via electronic files that are shared via secured sharepoint or MS Teams.

My work entails extensive collaborative done through online meetings and document sharing via email, Teams or Sharepoint sites. MS Teams, phone calls, occasionally Zoom, my laptop and home printer. These tools enable the full range of of meetings (individual and group), required and other trainings and enable meetings and presentations of any size of participants with no restrictions on participant location. In fact when discussing data, documents and reports, maps, spreadsheets, data analysis tools and methods, these are most effectively shared with the group using Teams . In my work, collaborations, presentations and meetings in general, Teams, in my work, has proven to be superior to being in-person as participants typically alternate screen sharing and screen control and displaying their documents and being able to simultaneously show and retain chat questions one-click recording capabilities for future viewing has .

These web-based resources and my EPA laptop enable the complete range of my work including data analysis and assessment, development of reports and preparing, giving and attending presentations; I have full participation in Regional and national workgroups, the Regional Science Council and with external partners via Teams and workgroups in Region 3, with Headquarters, states, other federal agencies, academia, and the public.

My work is more technical in nature relying on webtools, web research, data analysis and data visualization and meetings and presentation on such. This includes researching, analyzing and report development on public/environmental health exposures, risks and health disparities in urban and other environments including an emphasis on disadvantaged communities and vulnerable populations.

4) EJ GRANTS PROJECT OFFICER AND GRANTS REVIEWER

I do this work via websites, Teams calls, Word and pdf documents and EPA grants managements systems: grants.gov, IGGS, email, and phone calls.

4) REGIONAL SCIENCE COUNCIL OCTEA REPRESENTATIVE

All of this work has been fully done over the pandemic required full-time work from home situation. Meetings within Region 3, and with ORD and other regions and external partners for RSC activities are conducted via Teams. as is development and presentation of training, review of scientific issues, review, ranking and award and follow-up of project funding submissions.

Working remotely has improved my productivity by enabling faster, seamless collaboration and the ability to share detailed datasets, analysis, frameworks, documents, graphics and visualizations flexibly and easily which in an office setting would be quite cumbersome and take much more time and have the issue of either finding/reserving a conference room or having issues with talking out loud near co-workers in nearby cubicles. This is not an issue for me working remotely but has been a common problem when working in the office.

Appendix D - EPA-AFGE Remote Work Application/Agreement


Employee Name: LaRonda Koffi	Job Title & Grade: Public Affairs Specialist, GS-1035-13
AAship/Region and Division: Region 3, Office of Public Affairs	Address of Official Agency Worksite: 1650 Arch Street, Philadelphia, PA 19131
Employee's Work Phone: 215-814-5374	Employee's Work E-mail Address: koffi.laronda@epa.gov
First-line Supervisor: Terri White	First-line Supervisor's Work Phone: 215-814-5523
Proposed Start Date: February 6, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>01/24/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

SEE ATTACHMENT ON NEXT PAGE

Approval/Disapproval (attach documentation):

- ☐ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: 	Date: January 24, 2022
Supervisor's Signature: White, Terri-A <small>Digitally signed by White, Terri-A Date: 2022.02.04 16:03:29 -05'00'</small>	Date: February 4, 2022
AA/RA (or designee) Signature:	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

[Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals]

**Role of the Communications Strategist
EPA Region 3 - Office of Public Affairs**

General

The Communications Strategist, or CS, resides in the R3 Office of Public Affairs assigned as a member of the Communications Branch. The CS reports directly to the Communications Branch Chief and OPA Director who plan, direct and oversee the Region's Communications program. Central to this work is planning and implementing R3 Divisions' and headquarter communication strategies in support of regional and national priorities, and divisional program activities. The CS serves as the main point of communications for his/her client Division. The CS works through established protocols to develop clear, timely and accurate information for and about their client Division for various internal and external audiences. If protocols are not established, the CS will work to develop standard operating procedures. The CS and Division Director will build an effective working relationship through regular interaction including standing meetings, check-ins, and when planning for specific public engagement and outreach. OPA/CSs will establish and utilize electronic systems for entering and tracking work requests and projects of client Divisions.

The CSs will work as a team to share and build communication expertise in the Region. In addition to supporting individual divisions, the team will actively identify communication opportunities which unite individual program messages into an overall regional message for both external and internal audiences.

Internal Communication Duties

- Attend weekly management meetings or communication-related meetings of their client division/office.
[This RWL request approval will not diminish the Agency's ability to accomplish its mission and meet its operational goals with regard to this duty because I can attend meetings using Microsoft Teams, video or teleconference as I have been successfully doing during the COVID-19 pandemic from March 2020 until present.]
- Adopt or develop standard operating procedures to produce the weekly salient issues report. Based on the needs of the client Division, the process may entail coordinating with managers in the division, preparing the draft salient issues for Director/Deputy review, assuring approval by Director/Deputy, and sending in the final version.
[This RWL request approval will not diminish the Agency's ability to accomplish its mission and meet its operational goals with regard to this duty because I will use Microsoft office software, email, Microsoft Team chat /call/videoconference to develop and review documents as I have been successfully during the COVID-19 pandemic from March 2020 until present.]
- Work with Division Director and managers to identify internal communication needs and a plan for addressing them.
[This RWL request approval will not diminish the Agency's ability to accomplish its mission and meet its operational goals with regard to this duty because I meet regularly/weekly with the Division Director and managers to address internal communication needs via Microsoft Teams call/videoconference as I have been successfully during the COVID-19 pandemic from March 2020 until present.]
- Develop a plan for enhancing internal communications and promoting Divisional accomplishments.
[This RWL request approval will not diminish the Agency's ability to accomplish its mission and meet its operational goals with regard to this duty because I will use Microsoft Office software, Adobe Creative Suite, email, Microsoft Team chat /call/videoconference to enhance internal communications and promote Divisional accomplishments as I have been successfully during the COVID-19 pandemic from March 2020 until present.]

- Ensure the RA's Office and liaisons receive quality information – on time – in response to requests, in preparation for meetings, calls with State Secretaries, in advance of public events or announcements, and as part of regular weekly updates.
 [This RWL request approval will not diminish the Agency's ability to accomplish its mission and meet its operational goals with regard to this duty because I will use Microsoft Office software, email, Microsoft Team chat /call/videoconference to develop quality information for the RA's Office and liaisons as I have been successfully during the COVID-19 pandemic from March 2020 until present.]
- Provide support for briefings, including reviewing briefing materials and working with managers and staff to finalize the materials.
 [This RWL request approval will not diminish the Agency's ability to accomplish its mission and meet its operational goals with regard to this duty because I will use Microsoft Office software, email, Microsoft Team chat /call/videoconference to provide support for briefings, including reviewing briefing materials and working with managers and staff to finalize the materials as I have been successfully doing during the COVID-19 pandemic from March 2020 until present.]
- As needed, provide coaching and guidance to client managers/staff on public speaking for internal and external audiences.
 [This RWL request approval will not diminish the Agency's ability to accomplish its mission and meet its operational goals with regard to this duty because I will use email, Microsoft Team chat /call/videoconference to provide coaching and guidance to client managers/staff on public speaking for internal and external audiences as I have been successfully doing during the COVID-19 pandemic from March 2020 until present.]
- As needed, review and edit controlled correspondence and review language for public notices.
 [This RWL request approval will not diminish the Agency's ability to accomplish its mission and meet its operational goals with regard to this duty because I will use Microsoft Office software, Adobe Pro to review and edit controlled correspondence and review language for public notices as I have been successfully doing during the COVID-19 pandemic from March 2020 until present.]
- Manage special projects.
 [This RWL request approval will not diminish the Agency's ability to accomplish its mission and meet its operational goals with regard to this duty because I will use Microsoft Office software, Adobe Creative Suite, and any other government-approved software to manage special projects as I have been successfully during the COVID-19 pandemic from March 2020 until present.]
- Work as a team to identify opportunities to develop regional messages from across the divisions.
 [This RWL request approval will not diminish the Agency's ability to accomplish its mission and meet its operational goals with regard to this duty because I will use email, Microsoft Team chat /call/videoconference to work with team members on messaging across Divisions as I have been successfully during the COVID-19 pandemic from March 2020 until present.]
- Develop and implement communication strategies by utilizing the experience and skills of the team members.
 [This RWL request approval will not diminish the Agency's ability to accomplish its mission and meet its operational goals with regard to this duty because I will use will use Microsoft Office software, Adobe Creative Suite, and any other government-approved software to develop and implement communication strategies, and us email, Microsoft Team chat /call/videoconference to utilize the experience and skills of the team members as I have been successfully during the COVID-19 pandemic from March 2020 until present.]
- Meet regularly as a communications team to share information and balance workload across members.
 [This RWL request approval will not diminish the Agency's ability to accomplish its mission and meet its operational goals with regard to this duty because I meet regularly/weekly with the communications team to share information and balance workload across members to address internal communication needs via Microsoft Teams call/videoconference as I have been successfully during the COVID-19 pandemic from March 2020 until present.]

External Communication Duties

- Assist Division Director, managers and staff to meet communications expectations using public affairs skills to review, coordinate, develop and transmit products appropriate for a given audience.
[This RWL request approval will not diminish the Agency's ability to accomplish its mission and meet its operational goals with regard to this duty because I will use Microsoft Office software, email, Microsoft Team chat /call/videoconference to assist the Division Director, managers and staff to meet communications expectations to review, coordinate, develop and transmit products appropriate for a given audience as I have been successfully during the COVID-19 pandemic from March 2020 until present.]
- Work with Division Director and managers to develop a communications and outreach work plan to forecast events, activities, and issues out to six months. Considering the intended audience, the plan should include answers to the following questions: (1) What are your priorities and emerging issues which require communication assistance? (2) What future activities/events will occur? (3) What needs do you have for engaging communities, business, industry, NGOs, and other specific sectors?
[This RWL request approval will not diminish the Agency's ability to accomplish its mission and meet its operational goals with regard to this duty because I will use Microsoft Office software, email, Microsoft Team chat /call/videoconference to work with the Division Director and managers to develop a communications and outreach work plan to forecast events, activities, and issues out to six months as I have been successfully during the COVID-19 pandemic from March 2020 until present.]
- Develop or adopt standard operating procedures to assist the client division and Region in promoting news and priorities through appropriate outreach resources (e.g. web, press releases, social media, blogs, events, roundtables).
[This RWL request approval will not diminish the Agency's ability to accomplish its mission and meet its operational goals with regard to this duty because I will use Microsoft Office software, email, Microsoft Team chat /call/videoconference to work with the Division Director and managers to develop a communications and outreach work plan to forecast events, activities, and issues out to six months as I have been successfully during the COVID-19 pandemic from March 2020 until present.]
- Work with staff to provide initial draft responses to citizen inquiries and complaints.
[This RWL request approval will not diminish the Agency's ability to accomplish its mission and meet its operational goals with regard to this duty because I will use Microsoft Office software, email, Microsoft Team chat /call/videoconference to provide initial draft responses to citizen inquiries and complaints as I have been successfully during the COVID-19 pandemic from March 2020 until present.]
- Assist in the development of talking points, speeches, desk statements, briefing documents, powerpoint presentations and other materials to support RA, DRA and Division Director events; writes and/or assists in the drafting of press releases and social media posts to announce news; and, adhering to an event LEAN process, works with EPA staff and partner agencies on public events to highlight EPA actions.
[This RWL request approval will not diminish the Agency's ability to accomplish its mission and meet its operational goals with regard to this duty because I will use will use Microsoft Office software, Adobe Creative Suite, and any other government-approved software to assist in the development of talking points, speeches, desk statements, briefing documents, PowerPoint presentations and other materials to support RA, DRA and Division Director events; writes and/or assists in the drafting of press releases and social media posts to announce news; and, adhering to an event LEAN process, works with EPA staff and partner agencies on public events to highlight EPA action as I have been successfully during the COVID-19 pandemic from March 2020 until present.]
- As needed, provide coaching and guidance to client managers/staff on public speaking for external audiences.
[This RWL request approval will not diminish the Agency's ability to accomplish its mission and meet its operational goals with regard to this duty because I will use email, Microsoft Team chat /call/videoconference to provide coaching and guidance to client managers/staff on public speaking for

external audiences as I have been successfully doing during the COVID-19 pandemic from March 2020 until present.]

- Review special awards packages.

[This RWL request approval will not diminish the Agency's ability to accomplish its mission and meet its operational goals with regard to this duty because I will use Microsoft Office software to review special award packages as I have been successfully during the COVID-19 pandemic from March 2020 until present.]

- Manage special projects.

[This RWL request approval will not diminish the Agency's ability to accomplish its mission and meet its operational goals with regard to this duty because I will use Microsoft Office software, Adobe Creative Suite, and any other government-approved software to manage special projects as I have been successfully during the COVID-19 pandemic from March 2020 until present.]

- Work as a team to identify opportunities to develop regional messages from across the divisions.

[This RWL request approval will not diminish the Agency's ability to accomplish its mission and meet its operational goals with regard to this duty because I will use email, Microsoft Team chat /call/videoconference to work with team members on messaging across Divisions as I have been successfully during the COVID-19 pandemic from March 2020 until present.]

- Develop and implement communication strategies by utilizing the experience and skills of the team members.

[This RWL request approval will not diminish the Agency's ability to accomplish its mission and meet its operational goals with regard to this duty because I will use will use Microsoft Office software, Adobe Creative Suite, and any other government-approved software to develop and implement communication strategies, and us email, Microsoft Team chat /call/videoconference to utilize the experience and skills of the team members as I have been successfully during the COVID-19 pandemic from March 2020 until present.]

- Meet regularly as a communications team to share information and balance workload across members.

[This RWL request approval will not diminish the Agency's ability to accomplish its mission and meet its operational goals with regard to this duty because I meet regularly/weekly with the communications team to share information and balance workload across members to address internal communication needs via Microsoft Teams call/videoconference as I have been successfully during the COVID-19 pandemic from March 2020 until present.]



Appendix B – EPA Remote Work Self-Certification Safety Checklist

	Select a Response	Comments
1. Is the space free of asbestos material?	Yes	
2. If NO, is the asbestos undamaged and in good condition?	N/A <input type="checkbox"/>	
3. Does the space appear to be free of indoor air quality problems?	Yes	
4. Is the workspace free from excess noise?	Yes	
5. Is water available and drinkable in the space?	Yes	
6. Is ventilation adequate?	Yes	
7. Is a bathroom available with hot and cold running water?	Yes	
8. Are there handrails for stairs with more than 3 steps?	Yes	
9. Are circuit breakers/fuses in the electrical panel labeled as to intended service?	Yes	
10. Do circuit breakers clearly indicate if they are opened or closed?	Yes	
11. Is electrical equipment free of recognized hazards that would cause physical harm (for example, frayed wires, bare conductors, loose wires, exposed wires fixed to the ceiling, a rat's nest of plugs in a single outlet and so on)?	Yes	
12. Will the building's electrical system permit the grounding of electrical equipment?	Yes	
13. Are aisles, doorways, and corners free of obstructions to permit visibility and movement?	Yes	
14. Do file cabinets and storage closets open so they do not obstruct walkways?	Yes	
15. Do chairs have stable and secure wheels/casters?	Yes	
16. Are rungs and legs of chairs stable and sturdy?	Yes	
17. Are the phone lines, electrical cords and extension wires safely secured?	Yes	
18. Is the office free of combustible materials?	Yes	
19. Is there adequate electrical lighting to accomplish the work assignments?	Yes	
20. Are floors surfaces clean, dry, and level?	Yes	
21. Are carpets well secured to the floor and free of frayed or worn seams?	Yes	
22. Are there any other known safety issues that should be addressed for this workspace?	No <input type="checkbox"/>	

This checklist is designed to assess the overall safety of the Remote Work Location and must be completed and given to your supervisor with your Remote Work Agreement. Signing this form does not guarantee that the RWL is hazard free but does verify that the employee has made a reasonably careful inspection for potential hazards. Employees are responsible for informing their supervisors of any changes to their RWL that could impact the health and safety of the employee and others.

Employee Signature

Supervisor Signature

White, Terri-A

Digitally signed by White, Terri-A
Date: 2022.02.04 16:04:27 -05'00'



Employee Schedule Request

 Emp ID:

Name: Laronda Koffi

 Department:

Employee Type:

Workflow Status: Not Available

 EPA Organizational Code:

 Request ID:

Request Date/Time: 01/24/22 8:45AM

Job Standard Hours: 80.00

Schedule Details

Existing schedule

Current Schedule Group: EPAF08 Current Effdt: 08/15/2021

Current Schedule ID: EPAF08S00016

Week 1

Day 1 (Sun) 0.00
 Day 2 (Mon) 10.00
 Day 3 (Tue) 10.00
 Day 4 (Wed) 10.00
 Day 5 (Thu) 10.00
 Day 6 (Fri) 0.00
 Day 7 (Sat) 0.00

Week 2

Day 8 (Sun) 0.00
 Day 9 (Mon) 10.00
 Day 10 (Tue) 10.00
 Day 11 (Wed) 10.00
 Day 12 (Thu) 10.00
 Day 13 (Fri) 0.00
 Day 14 (Sat) 0.00

Future schedule

*Effective Date: 01/30/2022

*Schedule Group: EPAF08 EPA FT CWS-4Day Wrk Wk Sch Grp

Schedule ID: NEW

 Schedule Elapsed
 Type

Week 1

Day 1 (Sun) 0.00
 Day 2 (Mon) 10.00
 Day 3 (Tue) 10.00
 Day 4 (Wed) 10.00
 Day 5 (Thu) 10.00
 Day 6 (Fri) 0.00
 Day 7 (Sat) 0.00

Week 2

Day 8 (Sun) 0.00
 Day 9 (Mon) 10.00
 Day 10 (Tue) 10.00
 Day 11 (Wed) 10.00
 Day 12 (Thu) 10.00
 Day 13 (Fri) 0.00
 Day 14 (Sat) 0.00

Comments

Certificate of Completion

For:

Telework Fundamentals - Employee Training


Presented to:

LaRonda Koffi

January 24, 2022



Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Gregory W. Allen	Job Title & Grade: Environmental Scientist/1301/GS13
AAship/Region and Division: Region 3, Chesapeake Bay Program Office	Address of Official Agency Worksite: 1750 Forest Drive, Annapolis, MD 21401
Employee's Work Phone: 410-267-5746	Employee's Work E-mail Address: allen.greg@epa.gov
First-line Supervisor: Carin Bisland	First-line Supervisor's Work Phone: 410-267-5732
Proposed Start Date: November 16, 2022	If Temporary, Proposed End Date: NA
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available): NA
Request: Check one: <input type="checkbox"/> New Request <input checked="" type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature  11-8-22	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>03/30/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

My roles as a team coordinator and as a grant manager will be equally effective from the remote work location because it is entirely desk work. I will maintain a strong commitment to performance indicators such as maintaining quick response times during working hours, and frequent check-ins with my supervisor, peers, and staff-level support. There will be no reduction in the frequency or quality of meetings that I lead; rather, we will use the hybrid meeting environment to be more inclusive and have higher engagement of meeting participants that are in distant corners of the watershed. As a trained facilitator, I am proficient at using the productivity-enhancing features of online meeting platforms including the ability to collaborate on documents simultaneously during group meetings. All grant management activities will be conducted in a timely manner. My duties are all portable and can be completed in full from a remote work location. None of my duties be redistributed to others.

Approval/Disapproval (attach documentation):

☐

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature:

GREGORY ALLEN

Digitally signed by GREGORY
ALLEN
Date: 2022.11.08 09:47:27 -05'00'

Date:

November 8, 2022

Supervisor's Signature:

CARIN BISLAND

Digitally signed by CARIN BISLAND
Date: 2022.11.22 17:21:00 -05'00'

Date:

AA/RA (or designee) Signature:

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Rashmi Mathur	Job Title & Grade: Physical Scientist/RPM GS-13
AAship/Region and Division: EPA R3 - Superfund and Emergency Management Division	Address of Official Agency Worksite: Four Penn Center 1600 JFK Blvd. (3SD11) Philadelphia, PA 191
Employee's Work Phone: 215-814-5234	Employee's Work E-mail Address: mathur.rashmi@epa.gov
First-line Supervisor: Deborah Goldblum	First-line Supervisor's Work Phone: 215-814-3432
Proposed Start Date: 10/01/2022	If Temporary, Proposed End Date:

Address of Remote Work Location (Including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:

☒ Yes

☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number:

Ex. 6 Personal Privacy (PP)

Alternate Phone Number (if available):

Request:

Check one:

☒

New Request

☐

Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☒ Remote Work Training taken on 03/10/22 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Veteran RPM with over 25 years experience providing technical and programmatic review of documents submitted by other federal agencies to ensure that they are consistent with CERCLA laws, regulations and guidance which include the following: RI/FS Reports, PRAPs, RODs, ESDs, ROD Amendments, Designs, RACRs, 5 Year Reviews, FOSTs for 3 Federal Facility Sites. This includes proper oversight associated federal agencies and their contractors, planning and oversight of project work plans and technical reports, scheduling, and budgeting. Additionally, coordinating with associated federal and state agencies, as well as using the "team approach" for gaining input and insight from in-house EPA including Technical Support and Office of Regional Counsel.

- Project management of NPL workload to ensure that numerous documents are reviewed efficiently and in alignment with EPA and the OFA's schedule.
- Prepare internal and external briefings for management to include the following: Proposed Plans and Five Year Reviews

Approval/Disapproval (attach documentation):

☐

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature:

RASHMI MATHUR

Digitally signed by RASHMI
MATHUR
Date: 2022.08.02 16:06:29 -04'00'

Date:

Supervisor's Signature:

DEBORAH
GOLDBLUM

Digitally signed by DEBORAH
GOLDBLUM
Date: 2022.08.02 13:39:15 -04'00'

Date:

AA/RA (or designee) Signature:

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Maria Goodine	Job Title & Grade: Environmental Protection Specialist (GS-0028-12)
AAship/Region and Division: Region 3/SEMD	Address of Official Agency Worksite: 1650 Arch Street, Philadelphia, PA 19103
Employee's Work Phone: 215-814-2488	Employee's Work E-mail Address: goodine.maria@epa.gov
First-line Supervisor: Joanne Marinelli	First-line Supervisor's Work Phone: 215-814-3134
Proposed Start Date: 2/14/2022	If Temporary, Proposed End Date:

Address of Remote Work Location (Including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:

☒ Yes☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]**Phone Number:**

Ex. 6 Personal Privacy (PP)

Alternate Phone Number (if available):

Ex. 6 Personal Privacy (PP)

Request:Check one: ☒ New Request ☐ Request for Modification to Existing AgreementCheck if for temporary period: ☐ Temporary**Section 2. Employee's Approved Schedule:** Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.**Section 3. Safety Certification****Safety Certification:** The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.**Section 4. Employee Certification and Signature***Maria Goodine***Employee Certification:** I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.☒ Remote Work Training taken on July 16, 2019 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

See attached.

Approval/Disapproval (attach documentation):

- ☐ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: MARIA GOODINE <small>Digitally signed by MARIA GOODINE Date: 2022.01.31 16:40:19 -05'00'</small>	Date:
Supervisor's Signature: Joanne Marinelli <small>Digitally signed by Joanne Marinelli Date: 2022.02.01 14:25:38 -05'00'</small>	Date:
AA/RA (or designee) Signature:	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

I have effectively and efficiently worked from my alternate work location since the inception of Region III telework. As a risk assessor and project manager, I have the following duties. I provide written reviews of RCRA corrective action and TSCA PCB work plans, scopes of work, investigation reports, human health and ecological risk assessments, risk-based disposal approval applications, statements of basis, corrective measures studies, and construction completion reports. These reviews are provided to my EPA team, our state partners, and regulated entities. As a senior scientist, my duties also include explaining and discussing complex technical issues and requirements to regulated entities, state partners and my EPA team. Since we have been operating in an electronic hybrid environment for many years following the inception of telework, meetings are seamless and, in my opinion, tend to be better structured and focused using Microsoft Teams rather than in person. Spontaneous or immediate access to colleagues is a Teams call away and accomplished without disturbing neighbors in a cubicle environment. With respect to travel, my duties generally do not require in person attendance of meetings, because my input is typically focused and limited and thus better suited to conferencing in. This is also a more efficient use of my time, which is then spent on review rather than travel.

Working from my alternate work location also has additional benefits to the Agency. In the past, working from the office, I was frequently distracted by loud conversations which are impossible to escape in a cubicle environment. My work requires a great deal of concentration; I actually had to plug my ears in the office. My alternate work location is only occupied by myself during the work day and is therefore completely free of noise distractions. Secondly, the Agency benefits from my working at my alternate work location because I don't necessarily stop work at exactly my end of tour time, especially when I'm on a roll. The opposite occurs when it is necessary to commute to the office and missing trains has real consequences. Based on these considerations and the Region's time-tested ability to effectively operate in an electronic environment, the alternate work location for my particular duties which require concentration is far more efficient than working from the office.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Joan E. Martin-Banks	Job Title & Grade: GS1810-13 Civil Investigator
AAship/Region and Division: Region 3, SEMD	Address of Official Agency Worksite: 1650 Arch St., Phila., PA 19103
Employee's Work Phone: 215-814-3156	Employee's Work E-mail Address: martin-banks.joan@epa.gov
First-line Supervisor: Joanne Marinelli	First-line Supervisor's Work Phone: 215-814-3134
Proposed Start Date: 04/04/2022	If Temporary, Proposed End Date:

Address of Remote Work Location (Including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:

☒ Yes☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]**Phone Number:**

215-814-3156

Alternate Phone Number (if available):

Ex. 6 Personal Privacy (PP)

Request:

Check one:

☐

New Request

☒

Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary**Section 2. Employee's Approved Schedule:** Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.**Section 3. Safety Certification**

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature**JOAN MARTIN-BANKS**

Digitally signed by JOAN MARTIN-BANKS

Date: 2022.03.16 16:13:36 -04'00'

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☒ Remote Work Training taken on July 17, 2019 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

See attached

Approval/Disapproval (attach documentation):

- ☐ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: JOAN MARTIN-BANKS	Digitally signed by JOAN MARTIN-BANKS Date: 2022.03.16 16:15:09 -04'00'	Date: 03/16/2022
Supervisor's Signature: Joanne Marinelli	Digitally signed by Joanne Marinelli Date: 2022.03.16 16:22:37 -04'00'	Date:
AA/RA (or designee) Signature:		Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

All of my duties will continue to be performed effectively from the RWL, as from the Official Agency worksite, as has been successfully demonstrated over the past 2 years. During this time, I have had no need to access in-office resources to perform any of the official duties of my position. As an EPCRA Program Manager for Region 3, my work largely involves the review and analysis of EPCRA enforcement documents, the development of written case referrals, Information Request Letters (IRLs) and summary documents, and on-line technical training. These responsibilities are 100% portable and completely electronic. All enforcement documents such as referrals, IRLs, and anything requiring signature by multiple parties is managed through the electronic flow boards and planners that have been established in Teams. I have been proficiently using these on-line resources to provide project updates and to forward, finalize, and sign documents between ECAD and ORC for the past 2 years. I am also responsible for the management of the EPCRA contract. Facility inspection and evaluation reports are generated by a contractor who provides all deliverables via e-mail. The inspection reports are sent to facilities by e-mail as well. The development of work assignments, technical direction of the contractor, and the approval of invoices takes place through electronic means. There would be no need to reassign any of my EPCRA functions, responsibilities, or tasks due to a shift to the RWL. Likewise, there is no adverse impact to any other office or program. Lastly, the EPCRA duties and work assignments do not require face-to-face customer service or managerial or co-worker in-person interface. All interactions will continue to be effectively managed through electronic means such as e-mails, phone calls, and virtual Teams meetings. I have seamlessly utilized the Teams platform numerous times over the past 2 years to participate in case endorsement, docket, and facility settlement meetings and to virtually provide EPCRA training within and outside of the Region to include public stakeholders and State and local agencies. The technological means described above remain fully functional and available at the RWL. The high ratings I have received

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

my track record of meeting program objectives without close supervision from management while working remotely. I fully anticipate continuing in this capacity in order that the Agency will be able to accomplish its mission and meet operational goals.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Tiffany K. Gillespie	Job Title & Grade: Contract Specialist, GS-1102-13
AAship/Region and Division: AAB/R3 Mission Support Division	Address of Official Agency Worksite: 1650 Arch Street (3MD21), Philadelphia, PA 19103
Employee's Work Phone: 215-814-5308	Employee's Work E-mail Address: gillespie.tiffany@epa.gov
First-line Supervisor: Karyn D. Price	First-line Supervisor's Work Phone: 215-814-5310
Proposed Start Date: 04/24/2022	If Temporary, Proposed End Date: N/A
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 5px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>03/04/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

See attached document - Explanation of Duties.

Approval/Disapproval (attach documentation):

☐

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature:

Tiffany Gillespie

Digitally signed by Tiffany Gillespie
Date: 2022.04.04 09:26:24 -04'00'

Date:

Supervisor's Signature:

Price, Karyn

Digitally signed by Price, Karyn
Date: 2022.04.04 21:10:24
-04'00'

Date:

AA/RA (or designee) Signature:

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

[Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals]

**Role of the Communications Strategist
EPA Region 3 - Office of Public Affairs**

General

The Communications Strategist, or CS, resides in the R3 Office of Public Affairs assigned as a member of the Communications Branch. The CS reports directly to the Communications Branch Chief and OPA Director who plan, direct and oversee the Region's Communications program. Central to this work is planning and implementing R3 Divisions' and headquarter communication strategies in support of regional and national priorities, and divisional program activities. The CS serves as the main point of communications for his/her client Division. The CS works through established protocols to develop clear, timely and accurate information for and about their client Division for various internal and external audiences. If protocols are not established, the CS will work to develop standard operating procedures. The CS and Division Director will build an effective working relationship through regular interaction including standing meetings, check-ins, and when planning for specific public engagement and outreach. OPA/CSs will establish and utilize electronic systems for entering and tracking work requests and projects of client Divisions.

The CSs will work as a team to share and build communication expertise in the Region. In addition to supporting individual divisions, the team will actively identify communication opportunities which unite individual program messages into an overall regional message for both external and internal audiences.

Internal Communication Duties

- Attend weekly management meetings or communication-related meetings of their client division/office.
[This RWL request approval will not diminish the Agency's ability to accomplish its mission and meet its operational goals with regard to this duty because I can attend meetings using Microsoft Teams, video or teleconference as I have been successfully doing during the COVID-19 pandemic from March 2020 until present.]
- Adopt or develop standard operating procedures to produce the weekly salient issues report. Based on the needs of the client Division, the process may entail coordinating with managers in the division, preparing the draft salient issues for Director/Deputy review, assuring approval by Director/Deputy, and sending in the final version.
[This RWL request approval will not diminish the Agency's ability to accomplish its mission and meet its operational goals with regard to this duty because I will use Microsoft office software, email, Microsoft Team chat /call/videoconference to develop and review documents as I have been successfully during the COVID-19 pandemic from March 2020 until present.]
- Work with Division Director and managers to identify internal communication needs and a plan for addressing them.
[This RWL request approval will not diminish the Agency's ability to accomplish its mission and meet its operational goals with regard to this duty because I meet regularly/weekly with the Division Director and managers to address internal communication needs via Microsoft Teams call/videoconference as I have been successfully during the COVID-19 pandemic from March 2020 until present.]
- Develop a plan for enhancing internal communications and promoting Divisional accomplishments.
[This RWL request approval will not diminish the Agency's ability to accomplish its mission and meet its operational goals with regard to this duty because I will use Microsoft Office software, Adobe Creative Suite, email, Microsoft Team chat /call/videoconference to enhance internal communications and promote Divisional accomplishments as I have been successfully during the COVID-19 pandemic from March 2020 until present.]

- Ensure the RA's Office and liaisons receive quality information – on time – in response to requests, in preparation for meetings, calls with State Secretaries, in advance of public events or announcements, and as part of regular weekly updates.
 [This RWL request approval will not diminish the Agency's ability to accomplish its mission and meet its operational goals with regard to this duty because I will use Microsoft Office software, email, Microsoft Team chat /call/videoconference to develop quality information for the RA's Office and liaisons as I have been successfully during the COVID-19 pandemic from March 2020 until present.]
- Provide support for briefings, including reviewing briefing materials and working with managers and staff to finalize the materials.
 [This RWL request approval will not diminish the Agency's ability to accomplish its mission and meet its operational goals with regard to this duty because I will use Microsoft Office software, email, Microsoft Team chat /call/videoconference to provide support for briefings, including reviewing briefing materials and working with managers and staff to finalize the materials as I have been successfully doing during the COVID-19 pandemic from March 2020 until present.]
- As needed, provide coaching and guidance to client managers/staff on public speaking for internal and external audiences.
 [This RWL request approval will not diminish the Agency's ability to accomplish its mission and meet its operational goals with regard to this duty because I will use email, Microsoft Team chat /call/videoconference to provide coaching and guidance to client managers/staff on public speaking for internal and external audiences as I have been successfully doing during the COVID-19 pandemic from March 2020 until present.]
- As needed, review and edit controlled correspondence and review language for public notices.
 [This RWL request approval will not diminish the Agency's ability to accomplish its mission and meet its operational goals with regard to this duty because I will use Microsoft Office software, Adobe Pro to review and edit controlled correspondence and review language for public notices as I have been successfully doing during the COVID-19 pandemic from March 2020 until present.]
- Manage special projects.
 [This RWL request approval will not diminish the Agency's ability to accomplish its mission and meet its operational goals with regard to this duty because I will use Microsoft Office software, Adobe Creative Suite, and any other government-approved software to manage special projects as I have been successfully during the COVID-19 pandemic from March 2020 until present.]
- Work as a team to identify opportunities to develop regional messages from across the divisions.
 [This RWL request approval will not diminish the Agency's ability to accomplish its mission and meet its operational goals with regard to this duty because I will use email, Microsoft Team chat /call/videoconference to work with team members on messaging across Divisions as I have been successfully during the COVID-19 pandemic from March 2020 until present.]
- Develop and implement communication strategies by utilizing the experience and skills of the team members.
 [This RWL request approval will not diminish the Agency's ability to accomplish its mission and meet its operational goals with regard to this duty because I will use will use Microsoft Office software, Adobe Creative Suite, and any other government-approved software to develop and implement communication strategies, and us email, Microsoft Team chat /call/videoconference to utilize the experience and skills of the team members as I have been successfully during the COVID-19 pandemic from March 2020 until present.]
- Meet regularly as a communications team to share information and balance workload across members.
 [This RWL request approval will not diminish the Agency's ability to accomplish its mission and meet its operational goals with regard to this duty because I meet regularly/weekly with the communications team to share information and balance workload across members to address internal communication needs via Microsoft Teams call/videoconference as I have been successfully during the COVID-19 pandemic from March 2020 until present.]

External Communication Duties

- Assist Division Director, managers and staff to meet communications expectations using public affairs skills to review, coordinate, develop and transmit products appropriate for a given audience.
[This RWL request approval will not diminish the Agency's ability to accomplish its mission and meet its operational goals with regard to this duty because I will use Microsoft Office software, email, Microsoft Team chat /call/videoconference to assist the Division Director, managers and staff to meet communications expectations to review, coordinate, develop and transmit products appropriate for a given audience as I have been successfully during the COVID-19 pandemic from March 2020 until present.]
- Work with Division Director and managers to develop a communications and outreach work plan to forecast events, activities, and issues out to six months. Considering the intended audience, the plan should include answers to the following questions: (1) What are your priorities and emerging issues which require communication assistance? (2) What future activities/events will occur? (3) What needs do you have for engaging communities, business, industry, NGOs, and other specific sectors?
[This RWL request approval will not diminish the Agency's ability to accomplish its mission and meet its operational goals with regard to this duty because I will use Microsoft Office software, email, Microsoft Team chat /call/videoconference to work with the Division Director and managers to develop a communications and outreach work plan to forecast events, activities, and issues out to six months as I have been successfully during the COVID-19 pandemic from March 2020 until present.]
- Develop or adopt standard operating procedures to assist the client division and Region in promoting news and priorities through appropriate outreach resources (e.g. web, press releases, social media, blogs, events, roundtables).
[This RWL request approval will not diminish the Agency's ability to accomplish its mission and meet its operational goals with regard to this duty because I will use Microsoft Office software, email, Microsoft Team chat /call/videoconference to work with the Division Director and managers to develop a communications and outreach work plan to forecast events, activities, and issues out to six months as I have been successfully during the COVID-19 pandemic from March 2020 until present.]
- Work with staff to provide initial draft responses to citizen inquiries and complaints.
[This RWL request approval will not diminish the Agency's ability to accomplish its mission and meet its operational goals with regard to this duty because I will use Microsoft Office software, email, Microsoft Team chat /call/videoconference to provide initial draft responses to citizen inquiries and complaints as I have been successfully during the COVID-19 pandemic from March 2020 until present.]
- Assist in the development of talking points, speeches, desk statements, briefing documents, powerpoint presentations and other materials to support RA, DRA and Division Director events; writes and/or assists in the drafting of press releases and social media posts to announce news; and, adhering to an event LEAN process, works with EPA staff and partner agencies on public events to highlight EPA actions.
[This RWL request approval will not diminish the Agency's ability to accomplish its mission and meet its operational goals with regard to this duty because I will use will use Microsoft Office software, Adobe Creative Suite, and any other government-approved software to assist in the development of talking points, speeches, desk statements, briefing documents, PowerPoint presentations and other materials to support RA, DRA and Division Director events; writes and/or assists in the drafting of press releases and social media posts to announce news; and, adhering to an event LEAN process, works with EPA staff and partner agencies on public events to highlight EPA action as I have been successfully during the COVID-19 pandemic from March 2020 until present.]
- As needed, provide coaching and guidance to client managers/staff on public speaking for external audiences.
[This RWL request approval will not diminish the Agency's ability to accomplish its mission and meet its operational goals with regard to this duty because I will use email, Microsoft Team chat /call/videoconference to provide coaching and guidance to client managers/staff on public speaking for

external audiences as I have been successfully doing during the COVID-19 pandemic from March 2020 until present.]

- Review special awards packages.

[This RWL request approval will not diminish the Agency's ability to accomplish its mission and meet its operational goals with regard to this duty because I will use Microsoft Office software to review special award packages as I have been successfully during the COVID-19 pandemic from March 2020 until present.]

- Manage special projects.

[This RWL request approval will not diminish the Agency's ability to accomplish its mission and meet its operational goals with regard to this duty because I will use Microsoft Office software, Adobe Creative Suite, and any other government-approved software to manage special projects as I have been successfully during the COVID-19 pandemic from March 2020 until present.]

- Work as a team to identify opportunities to develop regional messages from across the divisions.

[This RWL request approval will not diminish the Agency's ability to accomplish its mission and meet its operational goals with regard to this duty because I will use email, Microsoft Team chat /call/videoconference to work with team members on messaging across Divisions as I have been successfully during the COVID-19 pandemic from March 2020 until present.]

- Develop and implement communication strategies by utilizing the experience and skills of the team members.

[This RWL request approval will not diminish the Agency's ability to accomplish its mission and meet its operational goals with regard to this duty because I will use will use Microsoft Office software, Adobe Creative Suite, and any other government-approved software to develop and implement communication strategies, and us email, Microsoft Team chat /call/videoconference to utilize the experience and skills of the team members as I have been successfully during the COVID-19 pandemic from March 2020 until present.]

- Meet regularly as a communications team to share information and balance workload across members.

[This RWL request approval will not diminish the Agency's ability to accomplish its mission and meet its operational goals with regard to this duty because I meet regularly/weekly with the communications team to share information and balance workload across members to address internal communication needs via Microsoft Teams call/videoconference as I have been successfully during the COVID-19 pandemic from March 2020 until present.]

ROUTING SHEET – REQUEST FOR REMOTE WORK

Instructions: After receiving a remote work application, first line supervisors are to provide the information necessary to fully review the remote work request.

Once the information below is complete, this form should be:

- Signed off by the first line supervisor.
- This document should then be submitted, along with the remote work application, to your organization's designated point of contact **within 7 days** of the employee's submission of remote work application to the supervisor.

Name of employee requesting remote work:	Ben Joseph
Employee title/series/grade and any informal title (e.g. Physical Scientist - OSC):	Civil Investigator, GS-1810-12
EPA Program or Region	Region 3, SEMD, Cost Recovery Section
EPA Office location:	1650 Arch Street, Phila., PA
Employee Bargaining Union (if applicable)	AFGE
Distance, in miles (as the crow flies), between EPA office location and employee's proposed remote work location (RWL). Calculate here :	1

	Section 1: Portability of Work	YES	NO
1	Is 100% of the employee's work portable?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	If you marked "No" to question #1, please explain:		
2	Are the employee's duties likely to change in the future?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	If you marked "Yes" to question #2, please explain:		
3	Can the employee perform all of their tasks and work assignments at least equally effectively at the remote work location (considering quality, quantity, speed, manner of performance, other factors)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	If you marked "No" to question #3, please explain:		
4	Would approving the proposed remote work location require reassignment of current work or tasks to other staff? Please ensure you are considering all tasks (e.g. mail, records management)	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	If you marked "Yes" to question #4, please explain:	
5	Estimate how often (per year) the employee's work requires access to in-office resources (e.g. PIV Card, IT services, GOV, field equipment, paper files, etc.)?	2 - 3
	Section 2: Remote Work Location and Cost Analysis	
6	Is employee's proposed RWL address within 50 miles of the office (calculated above)?	<input checked="" type="checkbox"/> <input type="checkbox"/>
7	If this is a renewal, please include the actual number of trips from the RWL to the EPA office during a typical year:	
8	Does the employee's proposed RWL affect the current locality pay?	<input type="checkbox"/> <input checked="" type="checkbox"/>
	If you marked "yes" to question #8, please describe the different in salary amounts indicating whether the RWL will be a cost savings or increased expense.	
9	Estimate the annual number of trips from the proposed remote work location to the EPA office per year:	2 - 3
10	Estimate travel costs for each trip into the official agency worksite (i.e. office), in accordance with <u>EPA travel guidance</u> . CONCUR can be a good tool for estimating the cost of travel. Please note, local travel, travel within 50 miles of the official agency worksite, still requires pre-approval by a supervisor and the most cost-effective mode of travel. Employee lives within a mile of the Office and walks to work, so no costs are incurred.	
	○ Please describe and estimate any increase or decrease in field travel costs, considering proposed RWL (if applicable):	\$
11	Annual transit subsidy costs at the regular work site (if applicable)?	\$ 0
	Section 3: Continued Effectiveness	
12	Would approving the remote work location cause any disruptions to communications with internal or external clients/customers (e.g. public, state and local entities, stakeholders)?	<input type="checkbox"/> <input checked="" type="checkbox"/>
	If you marked "Yes" to question #12, please explain:	

		YES	NO
13	Would approving the remote work location cause any disruptions to customer Service with any agency customers or stakeholders (e.g., public, states, industry)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	If you marked "Yes" to question #13, please explain:		
14	Does the employee's position require in-person interface with management officials on a routine basis?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	If you marked "Yes" to question #14, please explain:		
15	Does the employee's position require in-person interface with colleagues on a routine basis?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Doe If you marked "Yes" to question #15, please explain:		
16	Does the employee have a demonstrated track record of meeting performance plan objectives and working without close in-person supervision (including conduct of work during the COVID-19 pandemic)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	If you marked "No" to question #16, please explain:		
17	Are there any current or anticipated technological impediments to the employee performing their duties at least equally effective at the proposed work remote work location?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	If you marked "Yes" to question #17, please explain:		
18	Is the employee a recent hire (within last year)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	○ If yes, does the employee have previous federal service?	<input type="checkbox"/>	<input type="checkbox"/>
	○ Length of prior federal service?		
	○ Describe any previous experience teleworking		
	○ Is the employee fully trained in their job duties?	<input type="checkbox"/>	<input type="checkbox"/>
	○ Will training in any job duties be negatively impacted (delayed, less quality, etc.) by proposed remote application? If yes, please explain:	<input type="checkbox"/>	<input type="checkbox"/>
19	Is this a supervisory position?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

		YES	NO
20	Based on the criteria evaluated above, do you have any concerns regarding this remote work request?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	If you marked "Yes" to question #20, please explain:		

Please include a detailed list of duties and how they will be performed in a hybrid environment. You may enter this information below or attach as a supplementary document in the Remote Work Package.

The employee's work as a Civil Investigator in the Superfund Cost Recovery Section is wholly portable. The employee performs the following regular and recurring tasks: drafting correspondence, memoranda and other documents; reviewing responses to EPA-issued Information Requests (electronically); compiling evidence summaries; drafting documents for the Office of Regional Counsel; online corporate research; online title searches; and interviewing parties with knowledge of Superfund sites, typically by telephone. Each of these tasks is able to be fully and effectively performed online. For less common tasks performed by the employee, including traveling to state, county or local government offices to review/obtain documents or conduct interviews will continue to be performed by the employee in person, as needed, however these occurrences are rare. In addition, the use of Microsoft Office suite applications, including Microsoft Teams has successfully replaced the need for individuals to routinely meet in a physical room to discuss work matters or to share, collaborate, and obtain concurrences on documents. Employee can effectively participate in any meetings, including negotiation meetings, via Microsoft Teams. While working from his RWL for the last two years during the pandemic, the employee has successfully performed all of his responsibilities and maintained regular and close contact with his supervisor, co-workers, SEMD

FIRST LINE SUPERVISOR:

I have carefully reviewed the information I provided above and certify that the information above is true to the best of my knowledge and belief. I will submit the form to my organization's designated POC and will inform the employee via email that "I have reviewed your application for remote work, and I have forwarded it for further processing."

Joanne Marinelli

Printed Name

**Joanne
Marinelli**

Signature

Digitally signed by Joanne
Marinelli
Date: 2022.03.17
15:57:23 -04'00'

**Joanne
Marinelli**

Date

Digitally signed by
Joanne Marinelli
Date: 2022.05.02
10:07:06 -04'00'

DECIDING OFFICIAL:

After reviewing the information provided, my preliminary thoughts on the above request are:

Printed Name

Signature

Date

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Joyce Howell	Job Title & Grade: Attorney Advisor, GS 15
AAship/Region and Division: Region 3	Address of Official Agency Worksite: 1650 Arch Street, Philadelphia, PA 19103
Employee's Work Phone: 215-814-2644	Employee's Work E-mail Address: howell.joyce@epa.gov
First-line Supervisor: Nina Rivera	First-line Supervisor's Work Phone: 215-814-2667
Proposed Start Date: May 2, 2022	If Temporary, Proposed End Date: n/a
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available): n/a
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>12.26.2021</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Presently I am Executive Vice President for AFGE Council 238. Under the terms of the Interim MCBA, Article 4, Section 8, as EVP I am afforded up to 100% official time. Under the terms of the Memorandum of Understanding, dated 3.31.2022, attached, union officials with 100% official time are considered eligible, for remote work or a telework agreement without subjection to an analysis of their position of record with the Agency.

Approval/Disapproval (attach documentation):

☒ Approved
☐ Disapproved (cite reason(s) below) See attached memo

Employee's Signature: JOYCE HOWELL <small>Digitally signed by JOYCE HOWELL Date: 2022.04.04 10:19:37 -04'00'</small>	Date: 4.4.2022
Supervisor's Signature:	Date:
AA/RA (or designee) Signature: Diana Esher <small>Digitally signed by Diana Esher Date: 2022.07.21 22:55:55 -04'00'</small>	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

From: Ford, Lucretia
To: R3 RemoteWork
Subject: FW: Approval for Remote Work - Mathur
Date: Friday, February 17, 2023 11:56:41 AM
Attachments: image004.png
image005.png
image007.png

From: Esher, Diana <Esher.Diana@epa.gov>
Sent: Tuesday, October 25, 2022 9:36 AM
To: Goldblum, Deborah <Goldblum.Deborah@epa.gov>
Cc: Ford, Lucretia <Ford.Lucretia@epa.gov>; Schuman, Kevin <schuman.kevin@epa.gov>; Waters, Anthony <Waters.Anthony@epa.gov>
Subject: Approval for Remote Work

I have carefully reviewed the remote work application for Rashmi Mathur and the information provided by you, as the supervisor, regarding the applicable criteria.

Based on the AFGE Remote Work Article for bargaining unit employees, I approve this request. Per the EPA Order 3110.32, individual remote work agreements must be renewed every 12 months.

Please be on the look out for further instructions from Lucretia Ford on how to proceed with this approval. You may let your employee know that it's been approved and moving through the final process.

Diana

Diana Esher
Deputy Regional Administrator
US EPA Mid-Atlantic Region
Phone 215-814-2706
Email esher.diana@epa.gov



Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Melissa Pennington	Job Title & Grade: Sustainability Coordinator
AAship/Region and Division: Region 3, Land, Chemicals and Redevelopment Division	Address of Official Agency Worksite: 1650 Arch Street, Phila, PA 19103
Employee's Work Phone: 215-814-3372	Employee's Work E-mail Address: pennington.melissa@epa.gov
First-line Supervisor: Harry Daw	First-line Supervisor's Work Phone: 215-814-3244
Proposed Start Date: March 15, 2022 (original paperwork submittal date = 2/17/2	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>2/7/22</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

See attached.

Approval/Disapproval (attach documentation):

☐

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature: MELISSA PENNINGTON	Digitally signed by MELISSA PENNINGTON Date: 2022.03.15 07:35:23 -04'00'	Date: 3/15/22
Supervisor's Signature: HARRY DAW	Digitally signed by HARRY DAW Date: 2022.03.17 08:39:08 -04'00'	Date: 3/17/2022
AA/RA (or designee) Signature:		Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

My primary role is to conduct inspections and field audits at remote locations on a regular basis within the region. My duties and responsibilities make me the ideal candidate for 100% remote work. As a seasoned skilled Inspector, it is vital to be well organized, prepared and remain flexible to be successful. To work 100% remotely, one must be adequately resourced. I have all of the essential equipment (laptop, desktop, scanner, printer, cell phone) and high speed internet service. All of my assigned work has been 100% portable

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

I am prompt to reply to all e-mails. I am a punctual individual and seldom late ever attending training, Team meetings, answer Team calls and phone calls all while working remotely. I am effective in scheduling and attending scheduled national work group meetings and section huddles all from an alternate work location. I have a proven record of nearly ten years of **Ex. 6 Personal Privacy (PP)** all while working without direct supervision (in that my supervisor was in Philadelphia) and I was either working from the field, Field Office or home office. I regularly worked individually away from co-workers and supervisory staff. I have proven myself trustworthy and a hardworking individual.

My proposal is that I no longer will need a government office. The past several years, I have contacted the Philadelphia Office and requested to have inspection notebooks mailed to me once annually. In the rare event that I would need anything, I could arrange to schedule an item to be mailed or make arrangements while meeting with a fellow inspector during an inspection.

My proposed remote work location is ideal and provides a distraction-free environment without noise or others. My continued level of access has not changed as my effective communication with my supervisors and co-workers from other locations remains a top priority. I have utilized the opportunities to fully contribute, speak and be heard during Teams meetings, Zoom calls, telephone calls, Outlook meetings, and video teleconferences while working remotely. I have proven myself trustworthy and a hardworking individual. I possess the necessary capability and work habits to work independently. I am a proactive planner and have effective time management skills. I produce organized thorough work products, reports and I am available whenever called upon.

Upon approval of my request, the Agency will realize an immediate seamless transition in meeting operational goals and continued mission accomplishment. There will be a permanent reduction of over 300 daily commuting miles to and from the office. This will environmentally reduce and lessen the carbon footprint. I will no longer require an agency provided workspace, thus saving our agency money. My experience working remotely has proven effective in uninterrupted continuous mission accomplishment during emergencies, pandemics, inclement weather and during normally assigned remote work.

It was coordinated and approved back in 2016 by regional management that a GSA vehicle be relocated to a federal facility in Altoona, PA to facilitate the completion of inspections. It has been determined that by taking such action, repeated beneficial time and cost savings to the government has been realized. This successful proactive action taken by the regional management continues to further support my effective 100% remote work.

Attachment 1 of 2 to Kathleen Root's 04/06/2022 Appendix D – EPA-AFGE Remote Work Application/Agreement – EPA Form 3181-13

Section 2 – Employee Approved Schedule Attached – Screen Shot of People Plus Approved Schedule

Employee Schedule Request

Employee ID: 0503645 Name: Kathleen Root Department: 005005003

Employee Title: Workflow Status: Approved EPA Organizational Code: 00100000

Request ID: 01025 Request Date/Time: 06/10/20 Job Standard Hours: 80.00

Schedule Details

Existing schedule

Current Schedule Group: EPAFC09 Current Start: 05/10/2020

Current Schedule ID: EPAFC0900152

Future schedule

Effective Date: 06/10/2020

Schedule Group: EPAFC09 EPA FT CYS=42WK WK SR: 80.00

Schedule ID: EPAFC0900152 Schedule Type: Applied

Week 1

Day 1 (Sun): 9:00

Day 2 (Mon): 9:00

Day 3 (Tue): 9:00

Day 4 (Wed): 9:00

Day 5 (Thu): 9:00

Day 6 (Fri): 9:00

Day 7 (Sat): 9:00

Week 2

Day 8 (Sun): 9:00

Day 9 (Mon): 9:00

Day 10 (Tue): 9:00

Day 11 (Wed): 9:00

Day 12 (Thu): 9:00

Day 13 (Fri): 9:00

Day 14 (Sat): 9:00

Section 3 Remote Work Safety Checklist – Image – Submitted as a separate attachment:

Appendix B Form 3181-8 Remote Work Safety Checklist KRoot 04072022.pdf - Adobe Acrobat Pro DC (32-bit)

File Edit View E-Sign Window Help

Home Tools EPA Form 3181-13: ... Appendix B Form 3181-13: ...

Signed and all signatures are valid. Please fill out the following form.

Signature Panel Highlight Existing Fields

EPA

Appendix B - EPA Remote Work Self-Certification Safety Checklist

1. Is the space free of clutter and clutter?

2. Is the space free of clutter and clutter?

3. Is the space free of clutter and clutter?

4. Is the workspace free of clutter and clutter?

5. Is the workspace free of clutter and clutter?

6. Is the workspace free of clutter and clutter?

7. Is the workspace free of clutter and clutter?

8. Are there handrails for other workers near the steps?

9. Are there handrails for other workers near the steps?

10. Are there handrails for other workers near the steps?

11. Are there handrails for other workers near the steps?

12. Are there handrails for other workers near the steps?

13. Are there handrails for other workers near the steps?

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18. Are there handrails for other workers near the steps?

19. Are there handrails for other workers near the steps?

20. Are there handrails for other workers near the steps?

21. Are there handrails for other workers near the steps?

22. Are there handrails for other workers near the steps?

23. Are there handrails for other workers near the steps?

24. Are there handrails for other workers near the steps?

This checklist is designed to assess the safety of the Remote Work Location and must be completed and given to your supervisor with your Remote Work Agreement. Signing this form does not guarantee that the RWT is hazard free but does verify that the employee has made an assessment of the workspace and potential hazards. Employees are responsible for following these requirements of any changes to their RWT that could impact the health and safety of the employee and others.

KATHLEEN ROOT 04/07/2022

Employee Signature Date

Supervisor Signature

Evidence of Remote Work Training Completion – Screenshot of Training Certification



Explanation Section of Kathleen Root's Remote Work Application

As a senior attorney with over 30 years at EPA/ORC, I meet all the requirements for remote work-- which will not cause impediment to my work, burden on others or disruption of communication. Through my decades of work related accomplishments, I have demonstrated my ability to manage a variety of and numerous matters independently without the need for close supervision. I am extremely independent and do not require close supervision (in person or otherwise) with a proven track record of being able to fully and successfully accomplish my assigned duties. This track record includes my proven ability to work as a full time remote workplace employee since March 2020 and ability to successfully work as a telework employee for decades prior to March 2020.

My specific duties include the following general tasks related to providing legal counsel to ECAD in RCRA, CWA, Multimedia Environmental Statutes and FOIA matters. Due to my decades of experience in supporting the Agency's mission in implementing a variety of environmental statutes, my case load includes single media as well as complex multimedia matters. The below does not include specifics of case matters, as such are a result of my executing my job duties, but not properly included specifically as part of my job duties.

- Provide legal counsel to ECAD staff and managers relating to conducting investigations into potential violations of any one of these environmental statutes and related regulations: Clean Air Act, Clean Water Act, Safe Drinking Water Act, and Resource Conservation Recovery Act and other environmental statutes within the portfolio of the Office;
- Collect and analyze documentary evidence of violations; develop the record to support proposed administrative and judicial enforcement actions, including information requests, administrative orders (either unilateral or on consent), administrative complaints, judicial referrals to DOJ, proposed judicial consent decrees and other similar actions.
- Provide legal counsel to ECAD staff and managers as to negotiation and litigation strategy prior to and during negotiations of Consent Agreements and Final Orders, Administrative Orders on Consent,

Unilateral Administrative Orders, Federal Facility Compliance Agreements, Consent Decrees and other enforcement related proposed final agency documents.

- Coordinate with OECA staff and management on enforcement case development and negotiation strategy relating to federal facilities or matters of national significance.
- Coordinate with DOJ on judicial enforcement matters, including judicial enforcement case development, negotiations of proposed Consent Decrees, preparation of final Consent Decrees and implementation of court entered Consent Decrees.
- Perform legal research, develop legal memos and write briefing papers, including analyzing matters of first impression, to advise Agency decision makers in enforcement matters, policy decisions and non-enforcement related matters, such as FOIA or environmental permitting and counseling issues as assigned.
- Prepare, review comments on and, through coordination with ORC staff attorneys and managers and ECAD staff and managers and other EPA Region III staff and managers as appropriate, seek internal EPA Region III consensus on: proposed administrative notifications, administrative settlement agreements and orders and judicial consent decrees and; these documents include, notices of violations, administrative consent agreements and final orders, administrative compliance orders on consent, unilateral administrative orders, consent decrees and consent decree modifications.
- Provide recommendations to senior staff concerning the referral of judicial enforcement cases to the Department of Justice and commencement of administrative action and pursue enforcement actions before judicial and administrative tribunals.
- Participate in settlement negotiations with private parties, State representatives and Federal Agency or Department representatives, as appropriate, to seek agreement on final administrative and civil judicial settlement agreements.
- Participate in and provide feedback to national work groups to stay apprised of and assist with environmental law issues which are appropriate for coordination among EPA Regions and Headquarter offices.

Additionally, I coordinate with staff and managers in other EPA Divisions as necessary to support an assigned enforcement matter. For example, in the past two years, I have coordinated with staff and managers in the Water Division and Land, Chemicals and Redevelopment Division in order to ensure consistency of strategy among EPA Region III Divisions.

The work required to complete the above job related tasks is completely portable and can be done just as effectively from my RWL, as supported by the seamless performance of my work since March 2020. I provide counsel to ECAD, ORC, HQ and DOJ electronically via the computer, and receive and transmit documents electronically. I have successfully communicated remotely with State representatives, HQ and DOJ (which contact will remain remote given their locations), including work on federal facility enforcement matters and Consent Decree negotiations and implementation matters, with all communication and litigation material handled digitally. I also attend internal and external meetings effectively via MS Teams or Zoom with no face-to-face contact required. I have successfully and timely completed all required EPA training from my RWL during the past two years and, as appropriate, for decades prior thereto. Furthermore, I have taken numerous trainings above and beyond the EPA specific required trainings, such as Continuing Legal Education trainings, Basic Mediation Course and Advanced Mediation Course.

All functions related to my job description and assigned work can be performed remotely, via phone, the computer/email and relevant software, including Outlook, Teams, Adobe, Excel, Word, Access, WordPerfect, OneDrive and SharePoint, and other tools that have been developed during the pandemic. I am an advanced user of numerous computer applications and provide assistance to others within Region III. By these tools, I work collaboratively with ORC staff, ORC managers, ECAD staff and managers, HQ staff and managers, DOJ staff and managers. My direct program clients and I effectively communicate on a daily basis with no need to

collaborate in-person as proven by my work accomplishments since March 2020. It is expected that many of the EPA Region III program staff assigned to matters on which I provide legal counsel will continue to be expected to work in the field or permitted to work from alternate work locations much of the time.

Months ago, my office was cleared out of documents for the EPA Region III Headquarters move to a new location. All documents that I have needed have been available electronically or were moved to my RWL during 2021. I have no required routine in-person interface. In-person meetings, e.g., with outside counsel, have been, and are expected to be, infrequent. I can, however, easily arrange to come to the Regional Office for such occasional in-person meetings, or at management's request for other needs, since my RWL is nearby in the LCA.

In addition to my officially assigned duties as an EPA Region III senior staff attorney, I have also provided (and continue to provide) Mindfulness Meditation training and practice from my RWL and have been (and continue to be) an active member of EPA's Mindful EPA Advisory Council. Since July 2020, I have provided Mindfulness Meditation practice and guidance to EPA employees (regardless of status), on Tuesday and Thursday mornings between 8-8:15AM. I have organized and led these regular sessions from my RWL. This has been a significant undertaking. Currently, these sessions are regularly attended by approximately 30 Agency employees, include staff and managers from numerous EPA offices, outside of Region III, including: various HQ offices and Regions 1, 2, 4, 5, 7 and 9. The number of employees that have requested to receive these bi-weekly appointments total over one hundred. During this same time period, I have coordinated with fellow EPA Region III staff to develop EPA Region III's Mindfulness Meditation Resources List and I currently primarily maintain this listing, which is now followed and accessible to over 300 EPA employees.

Therefore, in light of all of the above, the granting of this request for remote work will not diminish in any way EPA's ability to accomplish its mission and meet its operational goals. Moreover, there is little or no expense to the Agency as a result of granting this request for remote work since my RWL is in the LCA, and the Agency will save funds by not being required to provide me a transit subsidy or dedicated office space. Moreover, with the added flexibility, enhanced work-life balance, elimination of the distraction of regular commuting and avoidance of future viral exposure by remote working, I will be more effective and productive and can extend my career at this later stage--continuing to provide my acquired institutional knowledge and specialized skills, including valued expertise in multimedia enforcement of environmental law, to further the mission of EPA.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Patti Kay Wisniewski	Job Title & Grade: Drinking Water Security Coordinator, GS14
AAship/Region and Division: Region 3, Water Division	Address of Official Agency Worksite: 4 Penn Center, 1600 JFK Blvd, Phila, PA
Employee's Work Phone: 215.814.5668	Employee's Work E-mail Address: wisniewski.patti-kay@epa.gov
First-line Supervisor: William Richardson	First-line Supervisor's Work Phone: 215-814-5675
Proposed Start Date: February 27, 2023	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>07/18/2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I have worked effectively from my RWL since the start of the COVID-19 lock down. I can reach co-workers on Teams and via email to discuss all work related topics or resolve issues. I have reached state partners, technical assistance providers and water utilities for my work via Teams, email and telephone. I have been able to mentor new employees while working remotely.

Being remote has not hindered my work and at times has allowed me to be more effective when reviewing draft documents for comment due to the uninterrupted nature of being remote. I can successfully use many EPA's tools (EAS, COMPASS, PeoplePlus, OCFO Conference Tool, Concur, FedTalent) while working remotely.

Ex. 6 Personal Privacy (PP)

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: PATTI KAY WISNIEWSKI	Digitally signed by PATTI KAY WISNIEWSKI Date: 2023.02.06 10:20:07 -05'00'	Date: February 6, 2023
Supervisor's Signature: WILLIAM RICHARDSON	Digitally signed by WILLIAM RICHARDSON Date: 2023.02.07 14:47:58 -05'00'	Date:
AA/RA (or designee) Signature: Diana Esher	Digitally signed by Diana Esher Date: 2023.02.15 10:26:57 -05'00'	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

I am a senior attorney with over 30 years of multi-media legal service to EPA and ORC. I meet all of the requirements for remote work as evinced by my existing Flexiplace Agreement which provides that I am to work 4 days remotely, and one day in the office. In fact, I have been working 100% remotely since March 10, 2020 (as a result of the office-wide Covid policies providing for remote work).

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Thus, I can and

have performed all of my duties more than effectively because I have in fact done so since March of 2020. Therefore, officially granting my application for remote work "will not diminish the agency's ability to accomplish its mission and meet its operational goals." For the past 2+ years, I have demonstrated that I work independently and do not require close supervision over my day to day tasks. And to the extent that I do need management input, I have found that Teams, email etc. are effective and efficient means of accomplishing my work, as evinced by my effective use of this technology over the past several years. Therefore, as evinced by my 2+ year track record in remote status, and given the fact that I already have a 4 day per week flexiplace agreement in place, I have established that while in remote status: 1) I provide timely and sound legal counsel; 2) I successfully and efficiently handle judicial and admin. litigation on behalf of EPA, including remote depositions; 3) I establish and maintain effective relationships in support of the Agency mission; and 4) I have demonstrated adaptability and initiative in completing assignments, including complex litigation. Therefore, all of my duties have and will continue to be effectively performed at my RWL. Given my current work status and track record as a successful remote employee, approving this request will not in any way diminish EPA's ability to accomplish its mission and meet its goals.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Joseph J Lisa	Job Title & Grade: Regional Judicial Officer/ GS-15
AAship/Region and Division: Region 3 Office of Regional Counsel	Address of Official Agency Worksite: 1650 Arch Street, Philadelphia, PA
Employee's Work Phone: 215-814-2479	Employee's Work E-mail Address: lisa.joseph@epa.gov
First-line Supervisor: Cecil Rodrigues	First-line Supervisor's Work Phone: 215-266-2960
Proposed Start Date: March 1, 2022 or when authorized	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 5px; text-align: center;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature <div style="display: flex; align-items: center;"> <div style="margin-right: 20px;"> JOSEPH LISA </div> <div> Digitally signed by JOSEPH LISA Date: 2022.01.24 19:22:17 -05'00' </div> </div>	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>8/2016 telework</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

90% of my work for the Region concerns my role as the Region's Regional Judicial Officer. As RJO my work is currently a

Approval/Disapproval (attach documentation):

- ☐ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: JOSEPH LISA <small>Digitally signed by JOSEPH LISA Date: 2022.01.19 10:05:01 -05'00'</small>	Date: 1/19/2022
Supervisor's Signature: ALLISON GARDNER <small>Digitally signed by ALLISON GARDNER Date: 2022.02.07 13:35:09 -05'00'</small>	Date: 2/7/2022
AA/RA (or designee) Signature:	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

My duties are:

- Oversee 4 Federal Facility Superfund sites
- Provide technical and programmatic review of documents submitted by other federal agencies to ensure that they are consistent with CERCLA laws, regulation, and guidance
- Manage workload to ensure that numerous documents are reviewed efficiently and in align with EPA and the other federal agency's schedule
- Coordinate reviews with appropriate technical support staff, CICs and attorneys as necessary
- Schedule internal and external meetings to communicate expectations and address complex issues
- Lead internal meetings with support staff
- Represent EPA in meetings with other federal agencies
- Enter data into the Superfund Enterprise Management System
- Maintain PFAS data for the Section
- Mentor newer employees
- Participate in HQ workgroups (PFAS Regional Coordination, Work Logic Model (FFRRO))
- Attend and report updates in Section huddles

My work can be completed effectively from my Alternate Work Location (AWL) and not diminish the Agency's ability to accomplish its mission and operational goals because:

- My work is portable and easily completed from an AWL.

- I have been working from my AWL for 2 years

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

I have successfully taken on new duties (mentoring new employee, PFAS coordinator), and have quickly responded to unexpected tasks with short deadlines.

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

- I work independently without the need for close supervision. However, I keep my supervisor informed as necessary, and successfully work on several teams.
- I have good communications skills, and my level of access is the same in my AWL as in the office. I attend meetings remotely by using on-line meeting software or by phone.
- I have all the necessary technologies for remote work (internet, laptop, and phone).
- My AWL is safe and free from distractions. The lack of distractions is the key reason for my improved performance and productivity.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: George Scott Rice	Job Title & Grade: Inspector 13/10
AAship/Region and Division: Region 3/ECAD	Address of Official Agency Worksite: 1060 Chapline Street, Wheeling WV 25003
Employee's Work Phone: 304 231 0501	Employee's Work E-mail Address: rice.scott@epa.gov
First-line Supervisor: Aquanetta Dickens	First-line Supervisor's Work Phone: 215 814 2080
Proposed Start Date: 05/02/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature <i>Scott Rice</i>	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3/29/22</u> and <u>4/2</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

As an Enforcement and Compliance Division/Toxics Programs Inspector, my work consists mostly of conducting on-site inspections at facilities subject to PCB and EPCRA 313 non-reporting and data-quality inspections. During the past two years of full-time telework, I have consistently completed all required and delegated job responsibilities from my telework AWL including PCB and EPCRA 313 inspections and enforcement actions, as well as programmatic collaborations, TEAMS meetings and national workgroup participation. I have demonstrated the ability to work independently and autonomously when necessary, while maintaining consistent communication and collaboration with my workgroup teammates and supervisors. For the past two decades, I have developed the PCB program inspection target list, and have trained several PCB inspectors-in-training. That training includes recently training two new PCB inspectors during a cross-regional, multi-agency (OSHA) inspection conducted on behalf of ORCR in Region 6/Brownsville, Texas. I have also successfully collaborated with other programs such as LCRD and the Chesapeake Bay to meet the Agency's missions. I am a member of the Agency's Response Support Corp and have been deployed to two hurricane disaster

Approval/Disapproval (attach documentation):

☐
☐

Approved

Disapproved (cite reason(s) below)

Employee's Signature:

GEORGE RICE

Digitally signed by GEORGE RICE
Date: 2022.04.25 12:40:37 -04'00'

Date:

Supervisor's Signature:

Date:

AA/RA (or designee) Signature:

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

90% of my work for the Region concerns my role as the Region's Regional Judicial Officer. As RJO my work is currently and in the future will be completed electronically. I have issued standing orders during the pandemic requiring the submission of all documents for my review to be made electronically. In the Spring of 2022, the Agency will roll out an electronic filing system formally requiring the filing of all documents for electronic review and signature by RJOs. As the RJO, in accordance with the Part 22 Rules, I do not attend docket meetings or other types of meetings, and have extremely limited interaction with staff in ORC and the programs which is usually done via Teams or conference call so that opposing counsel can also participate. The Part 22 rules require that I prevent ex parte communications on matters before my office. As RJO I infrequently am called upon to hold a hearing (usually once every one or two years). To date, I have successfully and efficiently conducted hearings electronically via Teams and phone calls. Participants have indicated a preference for electronic hearings in order to save travel time, time and expenses and it is my intention to continue the practice in the future.

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

My other work involves being on the Ethics team. 90% of my work on the ethics team concerns electronically reviewing financial reporting forms. The remainder of the work involves responding to emails and calls from Region 3 personnel to answer their ethics questions. My ethics work does not require me to be in-person in the office. I also am responsible for revising the Region's delegations. Once again, this work historically has been accomplished and will continue to be done electronically via email and teams meetings. The pandemic has proven that my work for the Region can be done electronically and remotely. All of my work is all portable, does not require the use of EPA office materials or equipment (other than my laptop), does not require that I attend meetings in person. My remote work will result in a savings to the Agency in that the Agency will not have to provide funds for transit and will reduce my commute (my commute is about 1 hour and 45 minutes each way to and from the office). I am in the same pay region so my salary will not increase due to a locality pay change. Thank you for your consideration of my application.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Mary E. Rugala	Job Title & Grade: Sr. Assist.Regional Counsel, Grade 15
AAship/Region and Division: Region 3 ORC (3RC10)	Address of Official Agency Worksite: 1650 Arch Street, Philadelphia, PA 19103
Employee's Work Phone: 215-814-2686	Employee's Work E-mail Address: rugala.mary@epa.gov
First-line Supervisor: Sheila Briggs-Steuteville	First-line Supervisor's Work Phone: 215-814-2468
Proposed Start Date: March 15, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>July 16, 2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

As a senior attorney with over 30 years at EPA/ORC, I meet all the requirements for remote work--which will not cause imp

Approval/Disapproval (attach documentation):

- ☐ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: MARY RUGALA <small>Digitally signed by MARY RUGALA Date: 2022.01.26 22:39:34 -05'00'</small>	Date:
Supervisor's Signature: SHEILA BRIGGS-STEUTEVILLE <small>Digitally signed by SHEILA BRIGGS-STEUTEVILLE Date: 2022.02.10 14:21:02 -05'00'</small>	Date:
AA/RA (or designee) Signature:	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Kendra McGuigan	Job Title & Grade: Financial Specialist GS-12
AAship/Region and Division: Region 3	Address of Official Agency Worksite: 1650 Arch St, Philadelphia, PA 19103
Employee's Work Phone: 215-814-3137	Employee's Work E-mail Address: mcguigan.kendra@epa.gov
First-line Supervisor: Alfred Burch	First-line Supervisor's Work Phone: 215-814-2394
Proposed Start Date: 5/8/22	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number:	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3-1-22</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

All duties assigned can take place at a remote work location due to the nature of the job. This work is accomplished by using the financial management systems and will not diminish my ability to accomplish the agency's mission and goals. All interactions take place over PeoplePlus Payroll System, Compass Financials, Microsoft Office Suite, Adobe Pro, Teams, Sharepoint, and Lotus Notes. I am confident my duties include sufficient portable work for the remote work arrangement being proposed because the work is being done through EPA systems. I can work independently, without close supervision. I am comfortable with technology and have the technology, i.e., mouse, keyboard, monitors, etc. to perform my duties with efficiency and effectiveness. I have good communication with my supervisor, customers and coworkers via email and teams calls. My work area is safe and meets regulatory requirements. My position is research, reporting and database maintenance which requires a quiet work environment with little to no distractions.

Ex. 6 Personal Privacy (PP)

All Agency mission and operational goals have been met and continue to be met at a high level. Performing the tasks below remotely will not cost the agency

Approval/Disapproval (attach documentation):

☐
☐

Approved

Disapproved (cite reason(s) below)

Employee's Signature: KENDRA
MCGUIGAN

Digitally signed by KENDRA
MCGUIGAN
Date: 2022.03.21 15:07:56 -04'00'

Date:

Supervisor's Signature: ALFRED BURCH

Digitally signed by ALFRED
BURCH
Date: 2022.04.06 13:44:52 -04'00'

Date:

AA/RA (or designee) Signature:

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Megan Bradley	Job Title & Grade: Government Information Specialist (GS-0306-12)
AAship/Region and Division: Region 3 Office of Regional Counsel	Address of Official Agency Worksite: 1650 Arch Street; Philadelphia, PA 19103
Employee's Work Phone: 215-814-2052	Employee's Work E-mail Address: bradley.megan@epa.gov
First-line Supervisor: Michael D'Andrea	First-line Supervisor's Work Phone: 215-814-5615
Proposed Start Date: 4/10/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>July 16, 2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

As a Government Information Specialist in the FOIA Branch, I serve as a Project Manager processing the FOIA requests of the Air & Radiation Division and the Enforcement & Compliance Assurance Division. Incoming FOIA requests are assigned to me via the FOIAonline system. I am responsible for identifying subject matter experts (SME) and guiding them through the FOIA process. This includes working with the SME(s) to identify potentially responsive records, assisting in the redaction (via Adobe Pro & Relativity) and review of these records, coordinating a supervisory and attorney review of these records, uploading all responsive records to the FOIAonline system, and completing all administrative documentation. All these duties are performed electronically. Documentation includes an approval checklist, cost worksheet, and any letters or other email correspondence necessary throughout the life of the request. All documentation is in electronic form. I also communicate on a continuing basis with the requester via email or phone re: clarification and request status. I am a Relativity Super User & Search Point of Contact (SPOC), responsible for submitting and managing all email search requests for Region 3. The Relativity system is used for the collection of electronic records, emails and

Approval/Disapproval (attach documentation):

☐

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature: MEGAN BRADLEY	Digitally signed by MEGAN BRADLEY Date: 2022.03.03 10:48:01 -05'00'	Date: 3/2/2022
Supervisor's Signature: MICHAEL D'ANDREA	Digitally signed by MICHAEL D'ANDREA Date: 2022.03.03 19:56:48 -05'00'	Date: 3/3/2022
AA/RA (or designee) Signature:		Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

I have always been an actively involved brownfields team member and I am willing to travel into the official work location whenever necessary. Below are some of the aspects of my roles I currently maintain as a Brownfields Project Officer, Brownfields Revolving Loan Fund (RLF) Grant Coordinator, Pennsylvania Liaison, ACRES Champion, and Climate Change Lead that will not change based on RWL approval:

-Serve as Region 3's Brownfields RLF Program Lead. I am the technical expert on all aspects of the RLF program and assist other Project Officers (POs) as needed on RLF questions and issues via email and Microsoft Teams. I represent Region 3 on Office of Brownfields and Land Revitalization's RLF workgroup and the national RLF competition and review panels. Thus, I am able to provide valuable feedback to HQ to enhance the RLF program. I report on and track RLF program success through annual reports of post-closeout grants.

-Continually serve as the state of Pennsylvania (PA) liaison performing outreach and providing guidance proactively. All outreach is performed virtually for a variety of stakeholders throughout PA to increase and enhance Brownfield applications for the program. I promote, develop, present, and participate in outreach and training efforts (i.e. virtual conferences & workshops) to attract high quality Brownfield grant proposals and to improve grantee understanding of program goals, objectives, and requirements.

-Review and rank all assigned grant applications. I review and rank grant applications on an annual basis. I participate in virtual panels to finalize rankings with outside regional representatives. Additionally, I prepare funding requisitions and commitment notices to process new grant awards. For each active award, I conduct and document annual baseline and advanced monitoring requirements following established procedures and guidelines with due dates and information entered into IGMS in a timely manner. I keep PO certification up to date by taking appropriate training.

- Post-award tracking and review of required grantee reports and deliverables to ensure delivery of agreed upon outputs and outcomes. On a daily basis, I participate in emails and Microsoft Teams calls with grantees to respond to questions and inquires as well as proactively guide them to success. I monitor progress through an excel tracking sheet and report all necessary information to the proper channels via email. I review the online Brownfields database, called ACRES, and evaluate grantee progress.

-Contribute to the branch by becoming an expert in and applying tools such as EnviroAtlas, ArcGIS, and other analytical software to update Brownfield's visuals and resources. These tools allow POs to engage with stakeholders across the region on virtual platforms with high quality visuals for data analytics. Additionally, these tools have helped tremendously regarding Environmental Justice (EJ) and Climate Adaptations when relating those initiatives to Brownfields.

-Collaborate with counterparts at state/local/HQ levels as applicable to contribute to larger program objectives. I participate on all national Brownfields program conference calls including Brownfields RLF calls, staff coordinator calls, and BEAM calls which must be in a virtual setting. Make positive contributions to the team and follow through on team-based assignments via virtual group meetings. Partners are contacted via email or Microsoft Teams to achieve project or programmatic success.

Since joining the EPA Region 3 Brownfields and Land Revitalization team in January of 2017, I have been fortunate to have a meaningful role in the program. Over the years, I have been able to master a variety of skills that have shaped many aspects of the program and guided decision making for management. I have received performance reviews that either met or exceeded expectations/distinguished for all of the critical elements that make up my position description. I am seasoned project officer that has full mastery of the Brownfields program. The request to work at a remote location is based on maximized efficiency and performance of fulfilling my position. Removing commuting time and distractions of the office environment will help to balance my personal life and work in a healthy, sustainable way.

Working from an RWL has and will not diminish my ability to meet both the EPA's mission and Brownfields goals or objectives. I have always prioritized full communication and team collaboration from a virtual environment. Microsoft Teams has allowed for rapid and efficient face to face communication that was lacking in the office environment prior to COVID. Maintaining close communication with external stakeholders such as grantees and state partners is another aspect that has been and will be upheld from an RWL.

Ex. 6 Personal Privacy (PP) I will be an asset to the Brownfields team because I will be closer to remote grantees that are [redacted] hours from Philadelphia. If a site visit is ever required, I will still be in travel distance to all region 3 grantees. As job duties may arise outside of what is listed, I fully expect to be able to meet and even exceed the need of that task at an RWL. Thank you.

DEBORAH LINDSEY - REMOTE WORK DESCRIPTION
APPLICATION FOR REMOTE WORK

The position that I currently hold as the FRP/SPCC Coordinator and Oil Inspector can be considered 100% portable based on the procedures that are currently in place. All of my communications with Facilities, consultants, State counterparts and internal/external EPA partners are conducted either by phone, email or Microsoft Teams. Work that I perform as part of my regular duties include, but not limited to, coordination of the FRP program, developing annual target strategies, conducting inspections of regulated facilities for compliance with applicable regulations, office review of supporting facility SPCC and FRP Plans; preparing post-inspection reports/letters, preparation of enforcement documents, review and follow-up on spill investigations and participation in HQ technical calls and workgroups.

Inspection initiation is completed by emails to the State, internal EPA programs and management for notification of upcoming inspections. Inspection report packages are electronic Microsoft Word templates that capture facility information, full narrative descriptions, photologs and stored on a shared lan drive (M:\) or Teams Site. Inspection packages are forwarded to management for review via Teams concurrence cards and upon final review have digital Adobe PDF signatures. Inspection reports and letters are then emailed directly to the facility.

Enforcement, including penalty calculations and referral packages are shared with my supervisor and ORC via email and discussed via virtual Team meetings. Expedited Settlement and Final Order Agreements all have prescribed electronic templates and are submitted by email to upper management and EPA Regional Hearing Clerk.

Inspection targets tracking is shared with management via email and electronic files and is held in excel format used for targeting program facility inspections, tracking EJ area inspections, special initiatives, and historical case inspection.

Participation in Team meetings and huddles (virtual Teams) are conducted on a weekly basis where individual cases are discussed, which include tracking progress of cases, informal Information Request Letters (IRLs) progress and ICIS data tracking.

I work out of the Wheeling Field Office and, at this time, the entire staff under the Oil & Prevention Enforcement Section is based out of the Regional Office. I have no program interaction with other staff that report to the Wheeling Field Office so access to the field office would be minimal. The current move with the Regional Office has required more documents to become electronic and stored on share drives/Team sites so access to regular mail, photocopying and supplies has been greatly reduced. Access to GSA vehicles would be required for approximately only 30% of my assigned inspections (or an estimated 6 per year). It is estimated that 30% of the inspections would be in southwest PA or northern WV where it would not be cost beneficial to use a GSA vehicle. It is also estimated that a GSA vehicle would not be available for 30% of the inspections since we have a small pool of GSA vehicles and a higher demand for vehicles between April and October.

Having worked at the Wheeling Field Office for 24 years, I have learned to work effectively and seamlessly with staff at the Regional Office. I am aware that working from the Field Office or remotely requires a little more attention to meeting schedules and conference calls so you are not forgotten. I believe that I have the organization/planning skills and assertive personality not to be overlooked. I also

believe that I have a strong work ethic and a very good performance record for meeting program objectives and working independently with minimum direct supervision. The work that I perform as part of my regular duties can be performed just as effective at a Remote Work Location (RWL) with no adverse impact on other offices or programs. Working remotely will decrease commuting time approximately 2 hours everyday, increase productivity and work/life balance and allow me to be more efficient using electronic means/methods.

Physical Work Location (PWL)	Remote Work Location (RWL)
GSA Car Usage- 12-18 annual	6 x's- anticipated annual
No Travel Cost Involved	\$108/trip - travel to Wheeling to pick up GOV \$648 /year
Building Entry – 156 x's + annual	6x's- anticipated annual
2,000-3,000 paper pages printed annual per work duties in office	100 pages -anticipated printed annual

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Carlyn Winter Prisk	Job Title & Grade: Civil Investigator, GS-1810-13
AAship/Region and Division: Region 3, SEMD	Address of Official Agency Worksite: 1650 Arch Street, Philadelphia, PA, 19103
Employee's Work Phone: 215-814-2625	Employee's Work E-mail Address: prisk.carlyn@epa.gov
First-line Supervisor: Joanne Marinelli	First-line Supervisor's Work Phone: 215-814-3134
Proposed Start Date: 2/13/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available): n/a
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature CARLYN PRISK Digitally signed by CARLYN PRISK Date: 2022.01.27 11:29:15 -05'00'	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>7/11/2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

See attached statement.

Approval/Disapproval (attach documentation):

- ☐ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: CARLYN PRISK <small>Digitally signed by CARLYN PRISK Date: 2022.01.27 11:28:41 -05'00'</small>	Date:
Supervisor's Signature: Joanne Marinelli <small>Digitally signed by Joanne Marinelli Date: 2022.01.27 11:44:51 -05'00'</small>	Date:
AA/RA (or designee) Signature:	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.



Employee Schedule Request

Empl ID 00005145	Name Carlyn Prisk	Department 0000005956
Employee Type	Workflow Status Approved	EPA Organizational Code SD0AC000
Request ID 61115	Request Date/Time 08/05/21 12:57PM	Job Standard Hours 80.00

Schedule Details

Existing schedule

Current Schedule Group EPAF08 **Current Effdt** 08/15/2021

Current Schedule ID EPAF08S00034

Week 1

Day 1 (Sun)	0.00
Day 2 (Mon)	10.00
Day 3 (Tue)	10.00
Day 4 (Wed)	0.00
Day 5 (Thu)	10.00
Day 6 (Fri)	10.00
Day 7 (Sat)	0.00

Week 2

Day 8 (Sun)	0.00
Day 9 (Mon)	10.00
Day 10 (Tue)	10.00
Day 11 (Wed)	10.00
Day 12 (Thu)	10.00
Day 13 (Fri)	0.00
Day 14 (Sat)	0.00

Future schedule

Effective Date 08/15/2021

Schedule Group EPAF08 EPA FT CWS-4Day Wrk Wk Sch Grp

Schedule ID EPAF08S00016 **Schedule Elapsed Type**

Week 1

Day 1 (Sun)	0.00
Day 2 (Mon)	10.00
Day 3 (Tue)	10.00
Day 4 (Wed)	10.00
Day 5 (Thu)	10.00
Day 6 (Fri)	0.00
Day 7 (Sat)	0.00

Week 2

Day 8 (Sun)	0.00
Day 9 (Mon)	10.00
Day 10 (Tue)	10.00
Day 11 (Wed)	10.00
Day 12 (Thu)	10.00
Day 13 (Fri)	0.00
Day 14 (Sat)	0.00

Request History

Find First 1-2 of 2 Last

Workflow Action	Name	Action Date	Comment
Approved	Joanne Marinelli	08/05/2021	
Submitted	Carlyn Prisk	08/05/2021	Changing schedule back to normal

Approval Chain Status

▼

TRANSACTION_NBR=61115:Approved

Approval Chain Status

Approved

✓

MARINELLI

Uses Supervisor ID

08/05/21 - 1:29 PM



Appendix B – EPA Remote Work Self-Certification Safety Checklist

	Select a Response	Comments
1. Is the space free of asbestos material?	Yes	
2. If NO, is the asbestos undamaged and in good condition?	Yes	
3. Does the space appear to be free of indoor air quality problems?	Yes	
4. Is the workspace free from excess noise?	Yes	
5. Is water available and drinkable in the space?	Yes	
6. Is ventilation adequate?	Yes	
7. Is a bathroom available with hot and cold running water?	Yes	
8. Are there handrails for stairs with more than 3 steps?	Yes	
9. Are circuit breakers/fuses in the electrical panel labeled as to intended service?	Yes	
10. Do circuit breakers clearly indicate if they are opened or closed?	Yes	
11. Is electrical equipment free of recognized hazards that would cause physical harm (for example, frayed wires, bare conductors, loose wires, exposed wires fixed to the ceiling, a rat's nest of plugs in a single outlet and so on)?	Yes	
12. Will the building's electrical system permit the grounding of electrical equipment?	Yes	
13. Are aisles, doorways, and corners free of obstructions to permit visibility and movement?	Yes	
14. Do file cabinets and storage closets open so they do not obstruct walkways?	Yes	
15. Do chairs have stable and secure wheels/casters?	Yes	
16. Are rungs and legs of chairs stable and sturdy?	Yes	
17. Are the phone lines, electrical cords and extension wires safely secured?	Yes	
18. Is the office free of combustible materials?	Yes	
19. Is there adequate electrical lighting to accomplish the work assignments?	Yes	
20. Are floors surfaces clean, dry, and level?	Yes	
21. Are carpets well secured to the floor and free of frayed or worn seams?	N/A <input type="checkbox"/>	
22. Are there any other known safety issues that should be addressed for this workspace?	No <input type="checkbox"/>	

This checklist is designed to assess the overall safety of the Remote Work Location and must be completed and given to your supervisor with your Remote Work Agreement. Signing this form does not guarantee that the RWL is hazard free but does verify that the employee has made a reasonably careful inspection for potential hazards. Employees are responsible for informing their supervisors of any changes to their RWL that could impact the health and safety of the employee and others.

Employee Signature CARLYN PRISK Digitally signed by CARLYN PRISK
Date: 2022.01.27 11:30:01
-05'00'

Supervisor Signature Joanne Marinelli Digitally signed by Joanne Marinelli
Date: 2022.01.27 11:46:25
-05'00'

Record of Learning: Courses

1 record shown

This report contains records matching the following criteria:

Course Title contains "telework"

User's Fullname	Type	Course Title	Plan	Course due date	Previous Completions	Course completion date	Progress
CARLYN PRISK	E-Learning	EPA Telework Training for Employees				11 Jul 2019	100

Carlyn Winter Prisk
Personal Statement In Support of Remote Work

Ex. 6 Personal Privacy (PP)

I have successfully demonstrated that my position is one which can be successfully accomplished entirely remotely with no demonstrable impediment to accomplishing the Agency's mission and while contributing significantly to accomplishment of the Agency's organizational goals.

My position as a Civil Investigator ("CI") in Region 3's Cost Recovery Section ("CRS") is one in which the work is 100% portable (See, Section 8.A.1 of Remote Work Articles). Frequent tasks which I regularly perform as a CI include, inter alia:

- drafting correspondence, memos and other documents;
- compiling evidence summaries;
- drafting legal documents;
- providing litigation support to ORC and DOJ;

Additional commonly performed tasks include, inter alia:

- performing title searches (either online or in person in County/City offices);
- conducting interviews (in person in the field or by phone);
- conducting corporate research (online or in person at State offices);
- conducting ability to pay and financial analysis;
- reviewing responses to EPA issued Information Requests; and
- collecting and reviewing historical information.

Whereas accomplishment of many of these tasks from my proposed Remote Work Location ("RWL") would have been difficult when I started in the job 23 years ago, that is no longer the case. Technology has advanced at EPA to allow meetings to take place "in person" via Teams, documents to be shared and collaborated on via OneDrive or SharePoint, and virtually every CI related task to be accomplished online/electronically. Those tasks that cannot be accomplished online (e.g., some County offices are not fully online) continue to be accomplished by in-person visits to those Offices.

For the last decade, I have already performed the majority of my work functions from my RWL as part of an approved Telework Agreement, frequent Episodic/Situational Telework, and an approved Reasonable Accommodation. During that time, and indeed for the last 23 years,

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

My work has remained consistently excellent no matter from what location it is performed. (See, Sections 8.A.2 and 8.A.7)

In addition to my general CI duties, I prepare and deliver training in a variety of job-related topics (e.g., Potentially Responsible Party Searches, Cost Recovery Referrals, etc.) for OSRE's national training team, comment on draft and model documents, and participate in national workgroup and communities of practice. Working from my RWL will not impact these aspects

of my job at all. Training is now able to be effectively delivered using Teams or Zoom or in person in Regional offices or at EPA HQ and will continue to be delivered in hybrid forms in the future. Workgroup meetings and document collaboration has historically been conducted remotely using email and conference calls.

Working from my RWL will not require any adjustment to my current work or tasks; nothing will need to be reassigned (See, Section 8.A.3). Indeed, in the last 2.5 years I have taken on additional job responsibilities (e.g., Continuous Improvement Champion, Problem Solving Corps, etc.) while working remotely. Eliminating my 3.5 hours roundtrip commute has allowed me to focus more effectively on work during my work hours, minimized time or productivity lost from illness or incapacitation, and made me more productive overall and able to contribute more effectively to the Agency's mission and goals. During the pandemic, I have successfully maintained and improved SEMD's electronic concurrence system (using Teams), created an automated process for updating and maintaining case information for the SEMD Enforcement Docket, Cost Recovery Docket, and Removal Coordination Docket (using Teams, Lists, and Forms apps). I also created a centralized system accessible by every SEMD employee to propose and track Employee Ideas Implemented. Importantly, my improved focus has allowed me to provide increased levels of assistance to my teammates to help them accomplish THEIR tasks as well as my own. All of these tasks have been accomplished successfully with minimal supervision. (See, Section 8.A.7)

My work as a CI and all additional functions rarely require access to in-office resources. (See, Section 8.A.4) My home office is fully functional with ample workspace, storage space, a printer, and a second monitor which allows me to work on two screens while using my EPA issued laptop computer. Typically available office supplies such as post-it notes, legal pads, pens, or mailing supplies can be obtained from the Regional Office once or twice a year when other business requires my presence there. Certain job functions such as mailing correspondence can be accomplished, when necessary, from my RWL using typically available office supplies and my home printer. Postage can be readily purchased (with prior approval) from my local post office using my EPA Purchase Card (for USPS) or obtained using the EPA's UPS account.

While working from my RWL am in close and constant contact with my supervisor, co-workers, SEMD management, HQ and others via e-mail, Teams, and phone and I am equally accessible to individuals outside of the Agency. (See, Sections 4.E, 4.F, and 8.A.5) I have continually demonstrated my ability to master communications from my RWL. Since March 2020, I have assumed the role of SEMD Teams "expert" for Region 3, providing technical assistance and training to SEMD and ORC employees and managers to allow them to transition to and continue in a remote environment as seamlessly as possible. I currently lead the Teams Community of Practice for SEMD and still field approximately 3-5 Teams related questions or requests for help per week. (See, Section 8.A.7 and 8.A.8)

I have rarely encountered communications interruptions at my RWL but have worked with my supervisor to overcome these temporary obstacles to ensure the work of the Agency could be accomplished in an effective and timely manner with no disruption to customer service. (See, Section 4.G and 4.H and 8.A.8)

My position as a CI and my other functions does not require routine in-person interface with management or colleagues. (See, Section 8.A.6) Teams and other EPA provided technology allows “in-person” meetings using video and audio with the ability to make presentations, share documents, and collaborate seamlessly.

Because my RWL is within the Commuting Area, I will remain willing and able to be recalled to the Regional Office with advance notice. (See, Section 4.J) On occasions when travel to the Regional Office is necessary to accomplish the Agency’s mission or goals (e.g., settlement negotiations, reviewing hard copy documents, Section Training) I will gladly do so at minimal cost to the Agency.

Overall, working from my RWL will provide a financial savings for the Agency by eliminating the needs for monthly Transit Subsidy and my use of water, electricity, heating, and cooling in the Regional Office while maintaining my current locality pay level. Working from my RWL will also provide an environmental benefit to the Agency by reducing greenhouse gases produced during the miles driven as part of my long commute (80 miles round trip to access public transportation).

I am currently a Remedial Project Manager (RPM) in the EPA-Region III Superfund and Emergency Management Division, Federal Facility Section. My duties involve

- Providing technical and programmatic review of documents submitted by other federal agencies to ensure that they are consistent with CERCLA laws, regulations and guidance.
- Project management of NPL workload to ensure that numerous documents are reviewed efficiently and in alignment with EPA and the OFA's schedule.
- Coordination of reviews with appropriate technical support staff, CICs and attorneys as necessary.
- Scheduling of internal and external meetings to communicate expectations and address complex issues.
- Entering data into the Superfund Enterprise Management System.
- Mentoring newer employees.
- Participating in EPA HQ workgroups.
- Attending Section huddles.
- Provide direction and management of assigned NPL federal facilities, beginning with Remedial Investigation/Feasibility Study scoping, continuing with compilation and issuance of Proposed Plans and Record of Decisions, then remedial design, remedial action, final construction reports and concluding with project close-out. This includes proper oversight associated federal agencies and their contractors, planning and oversight of project work plans and technical reports, scheduling, and budgeting. Additionally, coordinating with associated federal and state agencies, as well as using the "team approach" for gaining input and insight from in-house EPA.

Given use of the Microsoft Teams platform, I am able to effectively accomplish these activities from a remote workplace. I am able to both participate and initiate virtual meetings for multiple attendees remotely. I receive NPL investigative workplans, reports, and design documents electronically from outside sources, and am able to coordinate their distribution and review to internal Region III personnel remotely. I am also able to attend Federal Facility section meetings virtually, as well as mentoring newer employees remotely. My proposed RWL is currently my assigned AWL and is comprised of a dedicated room for office work, complete with a desk and docking station for my EPA computer, giving me unlimited access to the Outlook platform. It is my understanding that I may need to visit the Regional office on occasion, which is located within 20 miles of my proposed RWL and is also accessible by train. Thus, my proposed RWL allows for ease in accessing the Regional office and does not introduce a significant barrier or cost to travel to the Regional office to attend meetings when necessary. I have been working remotely since March 2020, and for almost two years have been effective and productive in meeting both individual and Agency goals for my assigned workload as evident in my PARs evaluations. As evident over the past 2 years, maintaining my remote work status at home will not diminish the Agency's ability to accomplish its mission and meet its operational goals. In fact, having the ability to work remotely allows me the flexibility to increase the efficiency of managing the oversight of my assigned federal facility NPL sites.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Jan Nation	Job Title & Grade: Paralegal Specialist GS 12
AAship/Region and Division: Region 3	Address of Official Agency Worksite: 4 Penn Center 1600 JFK Blvd., Philadelphia, PA 19103
Employee's Work Phone: 215-814-2674	Employee's Work E-mail Address: nation.jan@epa.gov
First-line Supervisor: Nina Rivera	First-line Supervisor's Work Phone: 215-814-2667
Proposed Start Date: May 22, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: 215-814-2674	Alternate Phone Number (if available): Ex. 6 Personal Privacy (PP)
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3/22/22</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Please see attached.

Approval/Disapproval (attach documentation):

☐

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature:

JANET NATION

Digitally signed by JANET NATION
Date: 2022.04.07 14:10:16 -04'00'

Date:

04/07/22

Supervisor's Signature:

Nina Rivera

Digitally signed by Nina Rivera
Date: 2022.04.21 12:34:47
-04'00'

Date:

AA/RA (or designee) Signature:

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Ruth Prince	Job Title & Grade: Toxicologist GS-13
AAship/Region and Division: R3 LCRD	Address of Official Agency Worksite: 1650 Arch St, Philadelphia PA 19103
Employee's Work Phone: 215-814-3118	Employee's Work E-mail Address: prince.ruth@epa.gov
First-line Supervisor: Luis Pizarro	First-line Supervisor's Work Phone: 215-814-3444
Proposed Start Date: March 31	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>07/16/2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I have effectively and efficiently worked from my alternate work location since the inception of Region III telework. As a risk assessor and project manager, I have the following duties. I provide written reviews of RCRA corrective action and TSCA PCB work plans, scopes of work, investigation reports, human health and ecological risk assessments, risk-based disposal approval applications, statements of basis, corrective measures studies, and construction completion reports. These reviews are provided to my EPA team, our state partners, and regulated entities. As a senior scientist, my duties also include explaining and discussing complex technical issues and requirements to regulated entities, state partners and my EPA team. Since we have been operating in an electronic hybrid environment for many years following the inception of telework, meetings are seamless and, in my opinion, tend to be better structured and focused using Microsoft Teams rather than in person. Spontaneous or immediate access to colleagues is a Teams call away and accomplished without disturbing neighbors in a cubicle environment. With respect to travel, my duties generally do not require in person attendance of meetings, because my input is typically focused and limited and thus better suited to conferencing in. This

Approval/Disapproval (attach documentation):

☐

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature:

RUTH PRINCE

Digitally signed by RUTH PRINCE
Date: 2022.03.09 11:23:44 -05'00'

Date:

March 9, 2022

Supervisor's Signature:

LUIS PIZARRO

Digitally signed by LUIS PIZARRO
Date: 2022.03.10 09:39:03 -04'00'

Date:

3/10/2022

AA/RA (or designee) Signature:

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

JOHN BANKS - REMOTE WORK JUSTIFICATION

My duties are currently as a Remedial Project Manager (RPM) in the Western PA/MD Remedial Section/ SRB/SEMD. Duties/responsibilities include successfully moving assigned projects through the Superfund remedial pipeline with the ultimate goal of deleting sites from the NPL.

My duties/responsibilities include the following:

Project Management

- **Regularly monitor enforcement-lead sites to ensure schedule/technical compliance and take appropriate enforcement actions in a timely manner to correct deficiencies and/or invoke penalties.**

This duty can be as effectively performed from a RWL as in the office via routine communication by email, phone, and/or MS Teams with PRPs and their consultants on project status, and through the review of electronic progress reports. Monitoring can also be conducted via Site visits from the RWL. Potential enforcement actions can be discussed with ORC and management via Teams and email, and correspondence sent to PRPs electronically.

- **Ensure that work toward site deletion (Construction Completion, Institutional Controls, Five-Year Reviews and Issues and Recommendations, RA Reports, FCOR, NOID/NOD) is accomplished in a timely manner to allow sites to achieve Site-Wide Ready for Anticipated Use (SWRAU).**

Work towards site deletion, and the aforementioned documents, can be prepared, reviewed, distributed, and commented on electronically through email, MS Teams or share point sites thereby maintaining schedules and fostering collaboration with site team members. Routine communications with site team members would ensure timely completion.

- **Prepare and/or review plans and schedules of Superfund site activities and updates plans and develop site strategies, schedules and environmental indicators and cross-program measures routinely using SEMS and other appropriate systems/documents.**

Plans and schedules may be prepared and reviewed electronically via email, MS Team, and other share point sites. Site strategies can be coordinated with team members and management routinely through these communication processes. EI indicators are provided and reviewed electronically. SEMS access is available from the RWL and can be updated and tracked as necessary. SEMS reports can be downloaded from the RWL.

- **Perform tasks necessary to award, manage, and conduct post-award responsibilities of RAF Task Orders and TO modifications in a timely manner and in accordance with Agency regulations, policies, and guidelines, including conducting IPT meetings, preparing SOWs/PWSs and IGEs, participating in TEPs and AEEBs, and preparing Task Order Initiation Forms and associated documents**

RAF contract management tasks can be accomplished remotely in a timely manner. Documents including SOWs/PWSs and IGEs can be prepared, distributed, and reviewed electronically. Templates are available for download on the RAF share point. IPT, TEPs, and AEEBs can be accomplished by

scheduling recurring meetings on MS Teams with participants. In-person meetings can still be held in the office as necessary

- **Involve the Program Support Section, Technical Support Branch, ORC, and the Contracts Branch in the task order award process, as appropriate; Manage RAF Task Orders/IAs/Grants/State Cooperative Agreements and prepare the necessary documentation such that work products are generated in a timely manner and add to the overall quality of the project.**

Collaboration with the aforementioned offices can be accomplished remotely through MS Teams to add to the overall quality of the project. Specific MS Team channels can be initiated to enhance the collaboration and act as a repository for shared and reviewed documents, as well as documenting discussions and management of work products.

- **Review progress reports and timely review and response to invoices; timely development of modifications; preparation of performance evaluation reports (CPARS); documentation of deficiencies and, monitoring actions taken to correct deficiencies, in a timely and accurate manner; include funding for TO and TO modifications in SEMS.**

Progress reports and invoices are provided via email electronically and can be reviewed and approved electronically. CPARs are prepared electronically and can be emailed to the contract project officer. Documentation of deficiencies can be recorded electronically, and monitoring can be accomplished through routine discussions with the contractor via phone, email, or meetings through MS Team from the RWL.

- **Participate in ELMS projects as assigned, including RAF Task Order tracking, and PRAP Process tracking.**

Participation in ELMS projects can be conducted through MS Teams meeting based on a recurring schedule. I currently participate in the RAF Huddle and PRAP ELMs projects through MS Teams, and that would continue working remotely. Additional ELMs meetings/projects can be added as necessary.

- **Recommend solutions to management and/or resolves unanticipated problems, thereby minimizing the impact to project schedules.**

Meetings/discussions can be conducted with management via phone, email, or MS Teams to keep management apprised of project status, obstacles, and recommendations for correcting any problems noted and resolve issues. Routine communications from the remote work location can as easily be accomplished remotely as in the office and can be scheduled routinely, if necessary.

- **Ensure site records are sent to and maintained in the file room and planning data are maintained to ensure ready access to accurate documentation of site activities.**

The vast majority of deliverable documents and Agency records are now electronic and can easily be incorporated into the Agency records system from a remote location the same as in the office. Documents for Administrative Records for Superfund Sites are placed on the L: Drive for upload into the Admin Record. All Agency network drives are available from the RWL through remote access to the EPA LAN. If management of paper records is required, an in-person visit to the office is easily achievable .

Technical and Enforcement Quality

- **Review site-specific technical documents including work plans, RI/FS reports, risk assessments, RD deliverables, RA reports, removal documents, task orders, reports and invoices, and interagency agreements (IAs); and seek support from appropriate support staff, as required.**

Site-specific documents as mentioned above are provided electronically, and can be reviewed, commented, and revised electronically through phone discussions, email, or MS Teams meetings. Documents may also be revised simultaneously by multiple reviewers through MS Teams thereby increasing efficiency working remotely. Seeking technical support from the appropriate support staff is a routine RPM duty and can easily be achieved through the same electronic communication process.

- **Incorporate site-specific, technical information into enforcement documents using Regional/National models, when available, and attend enforcement meetings and dockets to report on enforcement status.**

National Models and guidance are easily available on-line, or as an alternative, a colleague from the Agency and can be transmitted electronically. Enforcement meetings and dockets can also be attended virtually from the remote work location through MS Teams. I have participated in docket through MS Teams remotely, and this is easily achievable from an RWL as in the office with no reduced effectiveness.

- **Use available expertise to ensure documents are technically complete and accurate; coordinate with legal staff to reduce the time needed for internal legal review; Fully evaluate technical and enforcement options to address issues in a timely and fair manner.**

Utilizing available expertise within the Agency is as easily achievable from a RWL as the office again through email, phone, and virtual meetings in MS Teams. Likewise, coordination with ORC on legal issues related to any documents can be performed through similar means with no reduced effectiveness.

- **Prepares documentation required by the NCP (i.e. PRAPs, RODs, Five-Year Reviews, PCORs/FCORs, RA Reports, NOID/NOD, etc.) in a quality manner, and in accordance with EPA policy and guidance**

These documents can be prepared at a RWL utilizing MS Office 365 and distributed for comment through email or MS Teams, or otherwise shared electronically and can be worked on collaboratively among Site team members using share point in MS Teams. Meetings can be held in MS Teams to discuss comments, finalizing documents and routing for management concurrence using established protocols from the pandemic remote work from home. Policy and guidance documents are available on-line, and questions can be relayed to appropriate team members through electronic communication means. I have accomplished these tasks remotely already for FYRs, and currently working remotely on the Price Battery PRAP

- **Identify and participate in formal and informal meetings and training opportunities to enhance technical and enforcement skills, including RPM meetings; keeps abreast of new technology in the field of hazardous waste cleanup.**

Participation in informal meetings and training opportunities is easily achievable virtually through MS Teams. I have attended RPM meetings virtually, as well as taken many virtual training courses through MS Teams and Zoom, including contract training, H&S training, and other technical training in a virtual atmosphere. Training is also available on-line through FedTalent, Trainex, and other platforms as easily

from the RWL as the office. If in-person training is required, that can also be easily accomplished by attending such training in the office when necessary.

- **Conduct briefings for staff and management, as appropriate, in accordance with the August 1, 2019 Alternatives Review Board (ARB) memo.**

Briefings for staff and management can be conducted virtually through MS Teams by sharing screens and/or presenting power point presentations. I have already conducted a virtual Price Battery ARB meeting through MS Teams successfully and just as effective virtually from an RWL.

Communications/Teamwork

- **Routinely review and discusses site status and workload among site team members to foster effective time management and achieve progress on assigned sites; routinely solicit input on site-specific issues from site team members and others with relevant knowledge, routinely maintain open and effective communication with site team members; include site team (Technical Support Branch, ORC, Program Support and Cost Recovery Branch, and the Contracts Branch, and the Community Involvement Branch, as appropriate) in RAF task order award process, ARB briefings, Division Director briefings, and Five-Year Review scoping meetings and site inspections.**

As previously discussed under other bullet points reviewing, discussing, and fostering effective time management can as easily be accomplished from a RWL as the office utilizing phone, email, and MS Teams virtually meetings. MS Team channels can be established for specific Sites thereby creating a repository for all communications and documents effectively organizing information in one location. MS Teams virtual meetings can easily be scheduled with all appropriate EPA offices for Site discussions, meetings, and exchange of information including document review and comment. External contractors and Ste partners can also be included easily with no impact on effectiveness. Divison Director briefings can also be easily set up from the RWL, and I have successfully accomplished this on several sites.

- **Update management in a timely and accurate manner of site activities and issues through activity reports, salients, verbal updates, and/or briefings, as appropriate, particularly where there is significant site interest and/or a potential controversy may be involved (i.e. “No surprises”).**

Management updates can be provided in writing or verbally through MS Teams, or by email and phone. Salients are submitted electronically and reviewed by management electronically and changes can be made easily from an RWL. This is a routine task I have performed from an RWL.

- **Attend RPM Meetings, Section Meetings, and Branch Meetings, and RAF Info Sessions, as appropriate, in order to stay abreast of issues within the organization and provide input into division activities.**

Participation in the above referenced meetings can be performed through MS Teams routinely from an RWL. During the work from home as a result of the pandemic, I have participated in all of these types of meeting with no issues or decrease in involvement. Participation in required face-to-face meetings in the office can be conducted if required.

- **Maintain open and effective communication with potentially responsible parties, EPA contractors, and other federal agency staff involved in site cleanup to ensure issues are identified and resolved in a timely manner.**

Open and effective communication with PRPs, contractors, and other federal agency staff can be maintained from a RWL via phone, email, and MS TEAMS. Virtually meetings can easily be established thereby ensuring progress and any identified issues can be resolved in a timely manner as easily from the RWL as the office, and likely more so. Site visits would still be performed during critical phases of a Site such as RI investigations, construction oversight, and FYRs, as well as meetings with local community members or local officials.

- **Routinely update State Superfund staff of ongoing site activities; coordinates with State and Tribes (where necessary) to obtain comments on site documents and cleanup plans in a timely manner.**

State Superfund staff also have access to MS Teams, email, and phone. Therefore, updating and maintaining open lines of communication of Site activities can be done from a RWL no different than from the office where the same procedures would be utilized.

- **Respond to Congressional correspondence within the required timeframes; respond to other congressional inquiries as requested and provides site information for congressional briefings as needed.**

As with other documents and correspondence, Congressional response can be written utilizing MS Office 365. Any records needed can be found through electronic agency record keeping systems. Congressional can be reviewed by management electronically and concurred upon electronically, therefore responding to congressional or providing information for Congressional briefings can be accomplished from a RWL the same as from the office.

- **Work with community involvement staff to regularly inform the public in the vicinity of assigned sites about ongoing site activities; respond to FOIA requests and other inquiries for site information in a timely manner; conduct informal public availability sessions, as appropriate, to provide the public with the opportunity to ask questions and understand the Superfund process; conduct and/or participate in formal public meetings as required.**

Coordination with the CIC staff can be effectively performed from a RWL including preparing factsheets, public notices, etc., via MS Teams. Documents can be reviewed and shared electronically. FOIA requests are provided, routed, and responded to electronically as well. Questions regarding a FOIA request can be resolved with the requestor by phone or email. Documents can be searched electronically through available data systems. If a paper file review is required, it is easy to come into the office to perform a paper file search if necessary. Public meetings can be provided virtually and if conditions allow, in person. All these tasks can be performed as effectively from a RWL as the office with no reduced effectiveness.

- **Routinely use Microsoft Teams and PowerPoint for briefings and use the Five-Year Review template for briefings; invites site team to briefings.**

I have performed this task routinely for the past two years and can continue to do so from a RWL in the future. I routinely use MS Teams and power point presentations to relay information. I have used the FYR template to prepare Division Director FYR briefings and invited site team members to participate

virtually through MS Teams, I have already performed FYR briefing twice remotely for Price Battery and Safety Light.

Justification Summary

My RPM work duties are portable, and my duties/responsibilities can be performed at least equally effectively at the RWL, as described above. My work rarely requires access to in-office resources. My position does not require in-person interface with management officials or other colleagues on any routine basis. Approving the RWL would not require reassignment of current work or tasks to other staff.

When working remotely I will be able to maintain communication with my supervisor to overcome problems or obstacles as they occur so the work of the section/branch is accomplished in an effective and timely manner. There will be no foreseen disruption to communication with internal or external clients/customers (e.g. public, state and local entities, stakeholders) customer service with any Agency customers or stakeholders (e.g., public, states, industry),

I am available to report to the Official Agency Worksite on a non-routine basis following adequate notice. When working remotely I will be able to make necessary changes to my schedule in the event the Agency announces changes to its operating status, including changes to dismissal and closure procedures. I will continue to comply with the terms of my written and approved Remote Work Agreement.

Technology needed to perform my duties is available and fully functional at the RWL. I will be able to comply with EPA/Regional/Office policies for information technology security and use of government equipment/materials from the RWL.

I have a demonstrated track record of meeting performance plan objectives and working without close in-person supervision (including conduct of work during the COVID19 pandemic), and I have continued to meet project milestones and maintained outstanding performance reviews. In addition, I've worked on long-term cleanups at Price Battery and Safety Light which have taken me away from the office for extended periods of time (in essence working remotely on-Site) and continued to maintain a high level of performance.

For the above reasons, approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Peter Piergiovanni	Job Title & Grade: Environmental Engineer GS13
AAship/Region and Division: Region 3 LCRD	Address of Official Agency Worksite: 1650 Arch Street, Philadelphia, PA 19103-2029
Employee's Work Phone: (215)814-3442	Employee's Work E-mail Address: piergiovanni.peter@epa.gov
First-line Supervisor: Harry T. Daw	First-line Supervisor's Work Phone: (215)814-3244
Proposed Start Date: March 27, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>July 16, 2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

As the Pollution Prevention (P2) Coordinator in Region 3, my job responsibilities are most effectively and efficiently performed remotely. The following are my responsibilities, how they are well suited for remote work, and how I successfully complete them remotely.

First, I lead the P2 efforts of Region 3 and serve as the Office of Chemical Safety and Pollution Prevention P2 Sub Lead for the national program. Because it is a national program, it requires a remote approach. I manage and train Region 3 P2 personnel on my team to successfully complete tasks and provide them with the resources they need using OneNote, Microsoft Teams, email, and phone. I keep our P2 Program information updated, organized and shareable remotely using OneDrive, OneNote, and Microsoft Teams. I prepare the agendas for national meetings, contribute content, gather input, and distribute information to headquarters and the other regions keeping the national program informed using email, and Microsoft Teams, as well as Microsoft Word and Excel documents sent as attachments.

Approval/Disapproval (attach documentation):

☐

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature: PETER PIERGIOVANNI	Digitally signed by PETER PIERGIOVANNI Date: 2022.03.08 11:31:07 -05'00'	Date: 03/08/2022
Supervisor's Signature: HARRY DAW	Digitally signed by HARRY DAW Date: 2022.03.25 12:04:14 -04'00'	Date:
AA/RA (or designee) Signature:		Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Evelyn Velazquez	Job Title & Grade: Environmental Protection Agency GS-13
AAship/Region and Division: EPA Region 3, LCDR	Address of Official Agency Worksite: 1650 Arch Street, Philadelphia PA 19103
Employee's Work Phone: 215-814-5412	Employee's Work E-mail Address: velazquez.evelyn@epa.gov
First-line Supervisor: Stacie Driscoll	First-line Supervisor's Work Phone: 215-814-3368
Proposed Start Date: TBD	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; margin-top: 5px;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; margin-top: 5px;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available): 215-814-5412
Request: Check one: <input type="checkbox"/> New Request <input checked="" type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>7/17/19 & 2/3/21</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

All of my work is portable, and I am able to effectively perform all my work duties remotely, and been doing so for the last few years. I have an home office set-up with all the necessary work items needed to perform my job. I have the needed printer, office supplies, and equipment for teams meetings when needed. This request will not diminish the Agency's ability to accomplish its mission and meets it's operational goals. All of my job duties can be completed electronically.

The duties of my position are as follows:

Review emails, grant applications, amendment applications, and rebudgets for administrative completeness.

Create all funding recommendations, commitment notices and change requests within NGGS. Update and maintain the official electronic grant files. Review all grant award and amendment applications, NGGS award documents, and email correspondence related to work plans, funding, and renegotiated commitments.

Conduct and enter baseline post-award monitoring when due for each grant in the GRIP system.

Create all IA funding packages in NGGS, route for approval of branch chief, and deputy director for processing.

Track budget for LCRD.

Approval/Disapproval (attach documentation):

☐

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature: EVELYN VELAZQUEZ	Digitally signed by EVELYN VELAZQUEZ Date: 2022.02.07 09:12:38 -05'00'	Date:
Supervisor's Signature: STACIE DRISCOLL	Digitally signed by STACIE DRISCOLL Date: 2022.03.10 16:18:08 -05'00'	Date:
AA/RA (or designee) Signature:		Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

What their duties are?

IT Specialist: Review diagnostics and assess the functionality and efficiency of systems, implement security measures, monitor agency compliance of requirements, offer technical support to agency's staff and troubleshoot computer problems, and install and update company software and hardware as needed.

Office 365/Power Platforms/.NET - Software Developer: Collaborating with management and customers to identify end-user requirements and specifications, designing algorithms and flowcharts to create new software programs and systems, producing efficient and elegant code based on requirements, testing and deploying programs and applications, troubleshooting, debugging, maintaining and improving existing software, compiling and assessing user feedback to improve software performance, observing user feedback to recommend improvements to existing software products, and developing technical documentation to guide future software development projects.

SQL Server/Datavers/SharePoint - Database Developer: Design database systems, analyze the needs of an organization and produce an effective database system according to their needs and specifications- this includes collecting data, analyzing the data, designing algorithms, drawing flowcharts and implementing code for the logic developed through the algorithms and flowcharts. Test databases-run performance testing procedures to ensure the proper operations of a database and to ensure that it's error-free, and troubleshooting any potential problems, creating and submitting test reports and database improvement.

How all their duties can be effectively performed remotely?

My present home office is setup with Comcast High-speed Internet via a secured WIFI network. Using the EPA Virtual Private Network (VPN), Citrix, and Microsoft Teams, enables me to provide a full range of office support functions and products to our customers effectively/efficiently. Remotely, I'm 100% capable to solve any application and/or databases issues, deliver a product, install/update a software, design/deploy a database application, and support our customers on how to use EPA's network features and software to successfully accomplish their duties. My home office and the Regional Office's network enables me to do my job effectively/efficiently/productively - accomplishing the Agency's mission fully and successfully remotely.

How approval of the request will not diminish the agency's ability to accomplish its mission and meet its operational goals?

For the past two years, I have demonstrated the capacity to deliver outstanding customer service and products to the Regional Office effectively and efficiently. The RWL's approval will enable me to perform my duties and responsibilities (independently and without reliance or disruption to fellow co-workers) with outstanding results, which guarantees no reduction of my abilities/capacities to accomplish the Agency's mission and operational goals.

All duties assigned can take place at a remote work location due to the nature of the job. This work is accomplished by using the financial management systems and will not diminish my ability to accomplish the agency's mission and goals. All interactions take place over PeoplePlus Payroll System, Compass Financials, Microsoft Office Suite, Adobe Pro, Teams, Sharepoint, and Lotus Notes. I am confident my duties include sufficient portable work for the remote work arrangement being proposed because the work is being done through EPA systems. I can work independently, without close supervision. I am comfortable with technology and have the technology, i.e., mouse, keyboard, monitors, etc. to perform my duties with efficiency and effectiveness. I have good communication with my supervisor, customers and coworkers via email and teams calls. My work area is safe and meets regulatory requirements. My position is research, reporting and database maintenance which requires a quiet work environment with little to no distractions.

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP) All Agency mission and operational goals have been met and continue to be met at a high level. Performing the tasks below remotely will not cost the agency any additional money and will allow me to accomplish the agency's mission seamlessly.

- Serves as the Regional PeoplePlus coordinator


I administer and assist Region 3 employees and managers in using the PeoplePlus system. TEAMS allows me to conduct efficient one on one training. I find individual assistance via remote sign in strengthens employees' skills and provides a personalized experience. Employees are instructed to "share their screen". This allows me to view exactly what they are trying to accomplish and opens a dialogue. Pre-pandemic this practice was utilized because it empowered the employee to make the changes themselves. I provide instruction to timekeepers and managers to run reports and initiate PeoplePlus actions to ensure payroll deadlines and accounting requirements are met. Guidance is provided through email sent via Outlook and remote interaction. Links are also provided to various guides available on SharePoint. A variety of reports are run every pay period to identify and resolve time and leave issues. Employee specific emails are sent to address said issue and assistance is offered should the need arise. I troubleshoot time sensitive PeoplePlus problems and to ensure that all employees' time is attested, approved, and submitted on time for payroll processing. Reports are frequently run to identify roadblocks and assistance is offered to the timekeeper and employee via phone or TEAMS. This has resulted in R3 consistently meeting, or exceeding deadlines issued by HQ. Payroll processing is not done in house. All timesheets are transmitted to HQ via secure servers. I resolve rejected timecards upon receipt. All issues are cleared, and corrections are sent via email for signature within the region. Once signatures are received, the timecard is submitted to HQ via email. I manage security access and data permissions. An email is sent to all new timekeepers, supervisors, and funds coordinators to grant role specific permissions. They are instructed to electronically fill out a form which is then approved by me and forwarded electronically to HQ. I also maintain security access control lists, request that access be removed when no longer needed and maintains data permission. This is conducted in an access database, notification of various offices in HQ and phone calls to local HR representatives. I ensure all new staff is in PeoplePlus so they can complete their timecard and get paid on time. I send out emails to staff who are leaving the agency to ensure their last timecard is filled out correctly so there are no pay issues the email includes instructions on how to withdrawal from the transit program. All PeoplePlus

activities are capable of fully remote work. Interaction is done via various technologies and requires no direct contact.

- Serves as the regional coordinator and contact for the Transit Subsidy program.

I coordinate the Regional Transit Subsidy program. I review and monitor the program and help employees process applications. I've developed a welcome email which has all necessary links to assist with the initial application. I identify problems encountered with the Program and determine and/or recommend Program revisions which may be required to better accommodate changing needs. This research is conducted by visiting transit provider sites in the area. I receive notifications via email about upcoming changes within the transit system and notify my supervisors. I review applications for transit subsidy to ensure applications are complete and accurate. I request removal of applicants when transit subsidy is no longer needed. This is done through the Transit program website and transmitted to DOT. I assist employee and supervisors with problems associated with the Program. I send out emails to staff who are leaving the agency to ensure their last timecard is filled out correctly so there are no pay issues the email includes instructions on how to withdrawal from the transit program. All Transit Subsidy activities are capable of fully remote work. Interaction and research are done via Transerve system and Microsoft Outlook and requires no direct contact.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Lisa Jill Denmark	Job Title & Grade: Remedial Project Manager 13
AAship/Region and Division: Region 3 SEMD	Address of Official Agency Worksite: 1650 Arch Street, Philadelphia, PA
Employee's Work Phone: 215-814-3314	Employee's Work E-mail Address: denmark.lisa@epa.gov
First-line Supervisor: Will Geiger	First-line Supervisor's Work Phone: 215-814-3413
Proposed Start Date: June 26, 2022 (based on move to new building)	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available): 856-985-2924
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature 	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3/16/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

See attached for detailed description of my job and how the approval will not diminish my ability to do my job and accomplish the Agency's mission and operational goals.

Beyond the description attached, remote work supports the Agency's mission of a reduced carbon footprint, reducing commuting consequences such as burning fossil fuels and motor vehicle emissions, as well as reducing costs to the Agency for utilities and travel subsidy.

Approval/Disapproval (attach documentation):

☒

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature:

Lisa J. Denmark

Date:

4/11/2022

Supervisor's Signature:

William Geiger

Date:

AA/RA (or designee) Signature:

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Veteran RPM with over 25 years experience providing technical and programmatic review of documents submitted by other federal agencies to ensure that they are consistent with CERCLA laws, regulations and guidance which include the following: RI/FS Reports, PRAPs, RODs, ESDs, ROD Amendments, Designs, RACRs, 5 Year Reviews, FOSTs for 3 Federal Facility Sites. This includes proper oversight associated federal agencies and their contractors, planning and oversight of project work plans and technical reports, scheduling, and budgeting. Additionally, coordinating with associated federal and state agencies, as well as using the "team approach" for gaining input and insight from in-house EPA including Technical Support and Office of Regional Counsel.

- Project management of NPL workload to ensure that numerous documents are reviewed efficiently and in alignment with EPA and the OFA's schedule.
- Prepare internal and external briefings for management to include the following: Proposed Plans and Five Year Reviews
- Federal Facility Tribal Coordinator- Wrote Tribal Fact Sheets, SOPs and checklists and prepare and present Tribal Briefings.
- Coordination of reviews with appropriate technical support staff, CICs and attorneys as necessary.
- Attending in-person or hybrid partnering meetings with the other federal agency, their contractors and state partners for 3 Federal Facility Sites.
- Scheduling of internal and external meetings and calls to communicate cleanup expectations and address complex technical issues for 3 Federal Facility Superfund Sites with multiple operable units on Sites.
- Entering data into the Superfund Enterprise Management System. for 3 Federal Facility Sites including the following: Identifying remedial milestones quarterly, updating 5 year review recommendations and issues, environmental indicators and institutional controls for 3 Federal Facility Superfund Sites
- Mentoring newer employees and I am an assigned mentor for a new employee and wrote a training plan for her and have regularly check in with her and another new employee and introduced her to EPA Tech Support Sections
- Participating in external and internal Technical Workgroups regularly including the following: NARPM, Federal Facility Forum and Awards Workgroup
- Attending Section huddles.
- Provide direction and management of assigned NPL federal facilities, beginning with Remedial Investigation/Feasibility Study scoping, continuing with compilation and issuance of Proposed Plans and Record of Decisions, then remedial design, remedial action, final construction reports and concluding with project close-out.

Given use of the Microsoft Teams platform, I am able to effectively accomplish these activities from a remote workplace. I am able to both participate and initiate virtual meetings for multiple attendees remotely. I receive NPL investigative workplans, reports, and design documents electronically from

outside sources, and am able to coordinate their distribution and review to internal Region III personnel remotely. I am also able to attend Federal Facility section meetings virtually, as well as mentoring newer employees remotely. My proposed RWL is currently my assigned AWL and is comprised of a dedicated room for office work, complete with a desk and docking station for my EPA computer, giving me unlimited access to the Outlook platform and an additional monitor and printer with a scanner.

There may be rare instances (e.g. computer replacement; mandatory in-person meeting) where I need to visit the Regional office which is accessible by train. Thus, my proposed RWL allows for ease in accessing the Regional office and does not introduce a significant barrier or cost to travel to the Regional office to attend meetings when necessary. I am also able to easily attend in-person partnering meetings, whether they are located at the Regional office, or require travel. I have been working remotely since March 2020, and for almost two years have been effective and productive in meeting both individual and Agency goals for my assigned workload as evident in my PARs evaluations. As evident over the past 2 years, maintaining my remote work status at home will not diminish the Agency's ability to accomplish its mission and meet its operational goals. In fact, having the ability to work remotely allows me the flexibility to increase the efficiency of managing the oversight of my assigned federal facility NPL sites.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Barbara Okorn Root	Job Title & Grade: Physical Scientist 1301, GS13-10
AAship/Region and Division: R3 ORA OCTEA	Address of Official Agency Worksite: 1650 Arch Street Philadelphia, PA 19103
Employee's Work Phone: 215-814-3330	Employee's Work E-mail Address: okorn.barbara@epa.gov
First-line Supervisor: Samantha Phillips Beers	First-line Supervisor's Work Phone: 215-814-2627
Proposed Start Date: 4/10/22	If Temporary, Proposed End Date: N/A
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 5px; text-align: center;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; font-size: small;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3/2/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

My job consists of multiple areas of focus and involves many outside partners. All documents for review are now electronic and meetings work just as well in on-line platforms, if not better than in person. The recording and chat functions are very helpful during meetings.

I am the R3 National Historic Preservation Act Program Manager. This requires coordination with R3 staff as well as other state, federal, local agencies, tribes, special interest groups, property owners, etc. These meetings are conducted virtually since stakeholders are from all over the region and even the nation at times. Correspondence is done via email, which sometimes includes letters with electronic signature. On a very rare occasion, travel to a site or another office may be necessary but others will not be coming to the R3 office. I developed an on-line tracking system for the NHPA projects in R3. All submittals are electronic.

I am on the R3 Tribal Program Team and work closely with the R3 Federally Recognized Tribes and our Tribal Coordinator. I also manage 3 GAP Grants. I communicate/meet with at least some of the Region's 7 federally recognized

Approval/Disapproval (attach documentation):

☐

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature:

BARBARA ROOT

Digitally signed by BARBARA
ROOT
Date: 2022.03.07 11:20:32 -05'00'

Date:

3/7/2022

Supervisor's Signature:

Samantha Phillips
Beers

Digitally signed by Samantha
Phillips Beers
Date: 2022.03.21 09:42:05 -04'00'

Date:

AA/RA (or designee) Signature:

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement



Employee Name: Joseph Nowak	Job Title & Grade: Environmental Engineer / GS13
AAship/Region and Division: USEPA Region 3, LCRD	Address of Official Agency Worksite: 1650 Arch St, Philadelphia, PA 19103
Employee's Work Phone: 215-814-3303	Employee's Work E-mail Address: nowak.joseph@epa.gov
First-line Supervisor: Susan Spielberger	First-line Supervisor's Work Phone: 215-814-5356
Proposed Start Date: 4-24-2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>7-17-2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I serve as a Brownfields project officer currently serving grantees, states, non-profits, universities, private developers, environmental consultants, local governments, citizens, and TBA recipients primarily in central/western Pennsylvania, Maryland, and West Virginia. Internal customers also include Grants, QA, contracting, BF team members, front office, RCRA/SF, ORC, HQ, and other varying offices to conduct, maintain, and build relationships etc for all related business dealings. In a remote capacity, I have successfully demonstrated and will routinely reach out to mentor employees, receive guidance/advice, and coordinate program/project actions with all facets of teams necessary to accomplish goals. Customer interface is primarily performed by computer or telephone to also include software such as MS Teams, Zoom, or Webex to conduct meetings and various types of conferences. Occasional/periodic travel is also necessary to perform site visits and in-person conferences. Internal agency.

- **PROGRAM MANAGEMENT:** 1. Effective implementation of the BF program and national workgroups in support of
- Approval/Disapproval (attach documentation):**

- ☐ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature:  JOSEPH NOWAK <small>Digitally signed by JOSEPH NOWAK Date: 2022.04.01 10:54:26 -04'00'</small>	Date:
Supervisor's Signature:  SUSAN SPIELBERGER <small>Digitally signed by SUSAN SPIELBERGER Date: 2022.04.07 09:03:44 -04'00'</small>	Date:
AA/RA (or designee) Signature:	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Tiffany D. Cooper	Job Title & Grade: Contract Specialist GS 13
AAship/Region and Division: EPA/ Region 3/ MSD/ Contracts Section	Address of Official Agency Worksite: 1650 Arch Street
Employee's Work Phone: 215-814-5328	Employee's Work E-mail Address: cooper.tiffanyd@epa.gov
First-line Supervisor: Karyn Price	First-line Supervisor's Work Phone: 215-814-5310
Proposed Start Date: 01/30/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>07/24/2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Please see attached document

Approval/Disapproval (attach documentation):

- ☐ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: TIFFANY COOPER	Digitally signed by TIFFANY COOPER Date: 2022.01.31 17:34:30 -05'00'	Date: 01/31/2022
Supervisor's Signature: Price, Karyn	Digitally signed by Price, Karyn Date: 2022.02.07 15:13:13 -05'00'	Date:
AA/RA (or designee) Signature:		Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

All of the following requirements can be completed by email, phone calls or team meeting. Even before COVID these elements sometimes would not be handled face to face. Additionally, adapting to new rules has made for a fast turnaround. Since March 2020 we have had to deal with varies changes within the program and contracts. Keeping open communication, asking questions and making myself available and willing to change has been key.

All files are electronic as per EPA guidance. Also, Working remotely also helped in performance and productivity while having the ability to make and take procurement sensitive phone calls and meetings in a safe space without have to move rooms or whispers.

All of my work has done remotely and still received the highest rating on my PARS. Showing that working remotely has not had a negative impact on my work quality, delivery or quantity.

Results Driven/Program Results: Achieves organizational/program and individual goals and objectives consistent with the EPA Strategic Plan and/or other office operating plan

- Without disruption I have performs acquisition planning with mission partners for all acquisitions assigned, in accordance with Federal Acquisition Regulation (FAR) Part 7 and internal agency guidelines. Documentation of such is uploaded into EAS as it is now our electronic file repository. No paper files needed.
- Prepares and issues solicitations, awards, modifications, and other actions in accordance with applicable laws, FAR and Agency regulations and policies, within established Procurement Action Lead Times (PALT). Documentation of such is uploaded into EAS as it is now our electronic file repository. No paper files needed.
- Support Agency socioeconomic initiatives; contribute to the attainment of EPA's socioeconomic goals using market research skills. Documentation of such is uploaded into EAS as it is now our electronic file repository. No paper files needed.

While working remotely I have received good customer feedback, respond to customer concerns and questions, offers suggestions for improvements to section and chiefs. Provides systems support for reports and tools for communication (ex. CS SharePoint linked with Teams). I created and maintained the SharePoint for the contracts section and has proven to be a useful communication tool for the section. Provide contracting guidance to coworkers and help in EAS. Customers are pleased with Tiffany's work and pre-award support. I participate in various pre-award coordination mtgs, section and branch meetings. Additionally, I am always willing to assist her coworkers when they need help and provide coverage while coworkers are out of the office. I have volunteered to assist SB office for virtual seminars and one on one meetings with small business wanting to work with EPA. I provide coverage for ERRS when Kellee was out of the office. Furthermore, I provide IT guidance to the section.

Business Acumen/Process Management: Acquires, organizes, manages and/or leverages available human, financial, material and information resources to efficiently produce high-quality results which accomplish strategic goals and organizational/program objectives.

Requirements:

- Prepares contractor performance evaluations in the Contractor Performance Assessment Reporting System (CPARS) contractor rating system.
- Ensures the de-obligation of excess funds on active and expired contracts within Agency or Office established timeframes and provides assistance and guidance to peers and mission partners.
- Manage activities so that responses to inquiries, such as but not limited to congressional, controlled correspondence and Freedom of Information Act (FOIA) requests are done within established time frames.
- Makes maximum use of existing automated systems for accomplishing, scheduling, reporting and tracking work, by the established deadlines, including the use of the EAS generated milestones.
- Generates acquisition documents; maintains contract files in accordance with the FAR, EPAAR, agency policies, and established guidelines and uploaded into EPA's Acquisition System (EAS). Examples include invoice reviews, annual COR file review, etc.)

While working remotely I have been able to Lead pre-award activities for simplified actions to include various IT requirements and purchase card actions. Successful in the coordinate of moving the comcast bills and the EZ pass fees to an MODs that included collaboration with many individuals to include finance, IT, facilities, HQ and the vendors. Responsible for successful placement of a highly visible, complex requirement, that START contract valued approx. \$50M.

Leading Change/Change Management: Effectively initiates and/or manages organizational/program change.

Requirements:

- Proactively suggests or recommends system or process improvement
- Reviews and comments on proposed changes in regulations, policies and procedures.
- Adapts effectively to new rules, regulations and policies without reluctance or interruption to daily responsibilities.

- Proactively initiates resolution of problems or issues by presenting recommendations and alternatives before issues escalate to higher levels.
- Seeks management support when mission partner satisfaction cannot be reached at a lower level.
- Effectively communicate policy changes with mission partners

While working remotely I have been able to provide post award administration for various simple and complex modifications and administers high dollar value and complex requirement, the ECHO helpdesk contract (\$6M) and the START contract (\$50M), both contracts requires constant multi regional support and coordination.

Moreover, the following are also benefits for EPA:

- **Ability to save money on commuting: EPA will not have to pay for Transit subsidy**
- **Positive Environmental Impact: working remotely can reduce greenhouse emissions and positively impact air quality.**
- **Increased Cost Savings: EPA will not have to pay for my overhead cost.**
- **A better work-life balance: makes for a happier employee**



Employee Schedule Request

Empl ID 02332526

Name Tiffany Cooper

Department 0000006380

Employee Type

Workflow Status Approved

EPA Organizational Code S0AGA000

Request ID 36745

Request Date/Time 07/24/19 11:39AM

Job Standard Hours 80.00

Schedule Details

Existing schedule

Current Schedule Group EPAF08

Current Effdt 08/04/2019

Current Schedule ID EPAF08S00062

Week 1

Day 1 (Sun) 0.00
Day 2 (Mon) 0.00
Day 3 (Tue) 10.00
Day 4 (Wed) 10.00
Day 5 (Thu) 10.00
Day 6 (Fri) 10.00
Day 7 (Sat) 0.00

Week 2

Day 8 (Sun) 0.00
Day 9 (Mon) 10.00
Day 10 (Tue) 10.00
Day 11 (Wed) 10.00
Day 12 (Thu) 10.00
Day 13 (Fri) 0.00
Day 14 (Sat) 0.00

Future schedule

Effective Date 08/04/2019

Schedule Group EPAF08

EPA FT FWS - Maxflex Sch Grp

Schedule ID EPAF08S02802

Schedule Flex
Type

Week 1

Day	Start Time	End Time
Day 1 (Sun)	0.00	
Day 2 (Mon)	8.00	Start Time 7:00:00AM End Time 3:00:00PM
Day 3 (Tue)	8.00	Start Time 7:00:00AM End Time 3:00:00PM
Day 4 (Wed)	8.00	Start Time 7:00:00AM End Time 3:00:00PM
Day 5 (Thu)	8.00	Start Time 7:00:00AM End Time 3:00:00PM
Day 6 (Fri)	8.00	Start Time 7:00:00AM End Time 3:00:00PM
Day 7 (Sat)	0.00	

Week 2

Day	Start Time	End Time
Day 8 (Sun)	0.00	
Day 9 (Mon)	8.00	Start Time 7:00:00AM End Time 3:00:00PM
Day 10 (Tue)	8.00	Start Time 7:00:00AM End Time 3:00:00PM
Day 11 (Wed)	8.00	Start Time 7:00:00AM End Time 3:00:00PM
Day 12 (Thu)	8.00	Start Time 7:00:00AM End Time 3:00:00PM
Day 13 (Fri)	8.00	Start Time 7:00:00AM End Time 3:00:00PM
Day 14 (Sat)	0.00	

Request History

Find 

First

1-2 of 2



Last

Workflow Action	Name	Action Date	Comment
Approved	James Clark	07/31/2019	
Submitted	Tiffany Cooper	07/24/2019	

Approval Chain Status

TRANSACTION_NBR=36745:Approved

Approval Chain Status

Approved

CLARK_OLD14
Uses Supervisor ID
07/31/19 - 8:23 AM





Appendix B – EPA Remote Work Self-Certification Safety Checklist

	Select a Response	Comments
1. Is the space free of asbestos material?	Yes	
2. If NO, is the asbestos undamaged and in good condition?	N/A	
3. Does the space appear to be free of indoor air quality problems?	Yes	
4. Is the workspace free from excess noise?	Yes	
5. Is water available and drinkable in the space?	Yes	
6. Is ventilation adequate?	Yes	
7. Is a bathroom available with hot and cold running water?	Yes	
8. Are there handrails for stairs with more than 3 steps?	Yes	
9. Are circuit breakers/fuses in the electrical panel labeled as to intended service?	Yes	
10. Do circuit breakers clearly indicate if they are opened or closed?	Yes	
11. Is electrical equipment free of recognized hazards that would cause physical harm (for example, frayed wires, bare conductors, loose wires, exposed wires fixed to the ceiling, a rat's nest of plugs in a single outlet and so on)?	Yes	
12. Will the building's electrical system permit the grounding of electrical equipment?	Yes	
13. Are aisles, doorways, and corners free of obstructions to permit visibility and movement?	Yes	
14. Do file cabinets and storage closets open so they do not obstruct walkways?	Yes	
15. Do chairs have stable and secure wheels/casters?	Yes	
16. Are rungs and legs of chairs stable and sturdy?	Yes	
17. Are the phone lines, electrical cords and extension wires safely secured?	Yes	
18. Is the office free of combustible materials?	Yes	
19. Is there adequate electrical lighting to accomplish the work assignments?	Yes	
20. Are floors surfaces clean, dry, and level?	Yes	
21. Are carpets well secured to the floor and free of frayed or worn seams?	Yes	
22. Are there any other known safety issues that should be addressed for this workspace?	No	

This checklist is designed to assess the overall safety of the Remote Work Location and must be completed and given to your supervisor with your Remote Work Agreement. Signing this form does not guarantee that the RWL is hazard free but does verify that the employee has made a reasonably careful inspection for potential hazards. Employees are responsible for informing their supervisors of any changes to their RWL that could impact the health and safety of the employee and others.

Employee Signature Tiffany D. Cooper

Supervisor Signature

Price, Karyn

Digitally signed by Price, Karyn
Date: 2022.02.07
15:13:58 -05'00'

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Dennis M Abraham	Job Title & Grade: Senior Assistant Regional Counsel, GS14-10
AAship/Region and Division: ORC, Region 3	Address of Official Agency Worksite: Four Penn Center, 1600 John F. Kennedy Blvd., Philadelphia,
Employee's Work Phone: 215-814-5214	Employee's Work E-mail Address: abraham.dennis@epa.gov
First-line Supervisor: Russell Swan	First-line Supervisor's Work Phone: 215-814-5387
Proposed Start Date: June 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 5px; text-align: center;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: 215-814-5214	Alternate Phone Number (if available): <div style="border: 1px dashed black; padding: 2px; text-align: center;"> Ex. 6 Personal Privacy (PP) </div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature <div style="text-align: center; font-family: cursive; font-size: 1.2em;"> Dennis M. Abraham </div>	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>04/11/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I am capable of effectively performing all of the duties and responsibilities associated with my position as Senior Assistant Regional Counsel in the Air & Toxics Branch from my remote work location. In the same way as if I were working from the Regional Office, my laptop allows me to coordinate (through the use of "Teams" teleconference) in order to discuss and develop enforcement strategies with my technical counterpart in ECAD concerning each of my assigned cases. Utilizing the Agency email system also allows me to communicate in a timely fashion with my Program client, upper management, and my first-line manager, Russell Swan. The Teams system also allows me to communicate with opposing counsel in connection with the negotiation of my cases where needed. I am also able to develop and produce settlement documents, using Model documents found on the ORC Intranet site, in coordination with ECAD, OECA, and DOJ in connection with settlement negotiations or litigation. And finally, the EHB has now made it possible to file documents electronically in administrative litigation, and to have administrative hearings virtually.

Approval/Disapproval (attach documentation):

☐

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature: <i>Dennis M. Abraham</i>	Date: <i>04/11/2022</i>
Supervisor's Signature: <i>Russell Swan</i>	Date: <i>4/14/2022</i>
AA/RA (or designee) Signature:	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Annie Hoyt – Remote Work Application

All of my work is portable. As the Lead-Based Paint Enforcement Coordinator, I work with SEE inspectors and case development officers by assigning inspections, case development, and enforcement for the Toxic Substances Control Act (TSCA) lead-based paint regulations. I assign tips and complaints, review inspection reports, review formal and informal enforcement actions, and communicate with SEEs, compliance officers, and management. I provide guidance and answer questions regarding lead inspections, EPA guidance documents, and enforcement. I coordinate with the Office of Regional Counsel, EPA Headquarters, and the Criminal Investigation Division on enforcement issues and on specific enforcement actions. I also track inspections and enforcement actions in several different systems/databases.

I participate in several National Workgroup conference calls including the National Lead Enforcement Meeting, Inspector Community of Practice Meetings, and the Military Housing Calls.

I routinely review and develop enforcement cases, calculate penalties, issue enforcement actions, and enter into negotiations with respondents. I assign inspections to the inspectors and also identify inspection targets.

I communicate with vendors and contractors to coordinate advertisements and outreach activities for the EPA Lead Program. Last year, I developed an outreach and marketing strategy to identify the target audience for lead-based paint outreach and selected advertisements that would have the most impact on the target audience. I coordinated advertisements for buses, and bus shelters located in Philadelphia and Baltimore. I am currently working on coordinating ads again for this summer. In addition, I prepared and presented webinars on the Disclosure Rule and RRP to the regulated community.

I also monitor the SEEs, approve SEE inspector timecards, and prepare training courses and materials for the lead team. I facilitated inspector training for new and existing SEE and EPA employees, tailored specifically to lead-based paint inspections and activities. I prepared training materials, presented training sessions, and answered questions from the inspectors all via Teams.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Joel Blanco-Gonzalez	Job Title & Grade: Environmental Enginner, 0819, GS12 S6
AAship/Region and Division: U.S. EPA Region 3, Water Division, Clean Water Branch, F	Address of Official Agency Worksite: Four Penn Center, 1600 John F Kennedy Blvd, Philadelphia, P
Employee's Work Phone: 2158142768	Employee's Work E-mail Address: blanco-gonzalez.joel@epa.gov
First-line Supervisor: Jessica Martinsen	First-line Supervisor's Work Phone: 2158145144
Proposed Start Date: 04/08/2022	If Temporary, Proposed End Date: 11/01/2022
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 5px; text-align: center;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; font-size: small;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input checked="" type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>04/28/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Please see Attachment A.

Approval/Disapproval (attach documentation):

☐

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature: Blanco-Gonzalez,
Joel

Digitally signed by Blanco-Gonzalez, Joel
Date: 2022.04.13 19:48:44 -04'00'

Date:
04/13/2022

Supervisor's Signature:
JENNIFER FULTON

Digitally signed by JENNIFER FULTON
Date: 2022.04.18 12:20:12 -04'00'

Date:

AA/RA (or designee) Signature:

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Jan Nation Remote Application

Attachment to Appendix D – EPA-AFGE Remote Work Application/Agreement

“Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency’s ability to accomplish its mission and meet its operational goals:”

I will continue to perform all my duties as effectively and efficiently from my Remote Work Location as from the Official Agency Worksite. All of my work is portable as is evidenced over the last 23 months, since March 2020, when I have successfully performed my duties as a Paralegal Specialist which include but is not limited to: analysis and evaluation of documentation for litigation support, corporate and company research, ability to pay issues, review and data input of FOIA response (Relativity database), assistance in preparation of litigation cases both Judicial and Administrative and performs legal research.

My duties also include updating COOP database for ORC and verifying Attorney certifications. I have attended virtual training throughout the past year, which includes Adobe Pro Digital signature and page organization for legal documents, COOP, Relativity database, RCRA CBI, and all required trainings. All training was done completely by virtual instruction. These duties/assignments require the use of One Drive, SharePoint, Excel Spreadsheets, Microsoft Word, and Teams. Technology in my home office is fully functional and therefore there will be no foreseen disruption to communication with internal or external clients and/or customers. My position does not require in-person interface with management officials or other colleagues on a routine basis. My work assignments are independent and require minimal in-person collaboration.

I have virtually performed the following duties/assignments as a Paralegal Specialist in the past 18 months:

Research and Analysis:

Ex. 7(A)

Ex. 7(A)

Collaboration/Team Work:

Participated/attended All Hands Meetings (Regional and Divisional).

Participated/attended in Branch Meetings.

Responded to all emails/requests in timely manner.

Responsive to deadlines.

When applicable, contacted colleagues regarding any issues that required information and/or resolution.

ORC Attorney Certification verifications.

Updated ORC COOP data for Region.

FOIA review.

Participated in IT Algorithm Committee for 4 Penn Center.

Participated in Telephone Replacement Focus Group for Regions 1-5.

Participate in Onboarding Sessions.

Technical Proficiency:

Adobe Pro Digital Signature Process (electronic signatures; page organization, insert /export pages).

MS Teams training/participation.

USA Performance (PARS) training/participation.

Successfully completed all required training, including RCRA CBI.

Relativity (training for Dupont Review)

JEFs (DOJ database) training,

If I were to continue working remotely, my positions as a Paralegal Specialist would not require reassignment of current work or tasks to other staff. My work also does not require access to in-office resources. Relocation costs will not be requested.

I have maintained communication with my supervisor and other managers. Compliance with EPA's Record Management Policy has also been followed.

Ex. 6 Personal Privacy (PP)

As described above, approval of my remote work application will not hamper or diminish the Agency's ability to accomplish its mission and meet its operational goals.

Thank you for your consideration.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Christian Perkins	Job Title & Grade: Grants Management Specialist, GS-11
AAship/Region and Division: Mission Support Division, Region 3	Address of Official Agency Worksite: 4 Penn Center, Philadelphia PA 19103
Employee's Work Phone: 215-814-5232	Employee's Work E-mail Address: perkins.christian@epa.gov
First-line Supervisor: Kenneth Rose	First-line Supervisor's Work Phone: 215-814-3147
Proposed Start Date: May 15, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>March 14, 2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

My primary day-to-day duties include reviewing grant/cooperative agreement applications for new awards or existing awards that require amendments, creating awards based on those applications, and monitoring existing awards via baseline reporting. All of these activities require deep dives into program-specific regulations and requirements and frequent communication with grantees/applicants and EPA programmatic personnel. Secondary duties include collaborating with the virtual grant filing system team to assist R3's transition to a 100% virtual filing system, which requires regular informal training calls with programmatic and administrative personnel, creating new grant files for new award, and assisting in the creation of a R3-specific SOP for the virtual filing system. Another secondary includes working the MBE/WBE coordinator to review, request revisions (if necessary), and ultimately input MBE/WBE data that was submitted my grantees for all R3 grants.

In my designated RWL, I have access to the same resources, computing requirements, communication options, and safe

Approval/Disapproval (attach documentation):

☐

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature:

Christian Perkins

Digitally signed by Christian Perkins
Date: 2022.03.22 15:35:07 -04'00'

Date:

03/22/2022

Supervisor's Signature:

KENNETH ROSE

Digitally signed by KENNETH ROSE
Date: 2022.03.23 14:48:02 -04'00'

Date:

03/23/2022

AA/RA (or designee) Signature:

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

My job consists of multiple areas of focus and involves many outside partners. All documents for review are now electronic and meetings work just as well in on-line platforms, if not better than in person. The recording and chat functions are very helpful during meetings.

I am the R3 National Historic Preservation Act Program Manager. This requires coordination with R3 staff as well as other state, federal, local agencies, tribes, special interest groups, property owners, etc. These meetings are conducted virtually since stakeholders are from all over the region and even the nation at times. Correspondence is done via email, which sometimes includes letters with electronic signature. On a very rare occasion, travel to a site or another office may be necessary but others will not be coming to the R3 office. I developed an on-line tracking system for the NHPA projects in R3. All submittals are electronic.

I am on the R3 Tribal Program Team and work closely with the R3 Federally Recognized Tribes and our Tribal Coordinator. I also manage 3 GAP Grants. I communicate/meet with at least some of the Region's 7 federally recognized tribes at least a few times a week. The meetings with the tribes are virtual and the Grants are on-line. Occasional travel to Virginia may be necessary, but the Tribes would very rarely if ever come to the R3 office. I also developed a Teams site for relevant documents for the tribal program.

I am the R3 State Recognized Tribal Program Manager. I am building the program and relationships with the 9 state recognized tribes in R3. This may require occasional travel to meet the tribes but they would not be coming to the R3 office. I have virtual meetings with the tribes and others to learn more about their needs and how we may be able to include them in our programs.

I am the R3 EJ Tribal and Indigenous Peoples Advisor (EJ TIPAs). This requires me to be on monthly national calls and advise R3 staff and management on issues related to environmental justice and tribes. This can continue to be done virtually with no added responsibility on other staff.

I work with the R3 Environmental Programs Branch and provide assistance on some NEPA projects and also advise on tribal and NHPA issues. Meetings can be virtual and all documents are electronic now.

I am the R3 representative on HQ's national Interfaith Inter-agency Working Group. These meetings are virtual and involve multiple stakeholders. There will not be a meeting in the R3 office.

I am the R3 representative on the national NEPA EJ Working Group and participate in the NEPA EJ Inter-agency Work group. These meetings are all virtual.

I work closely with the R3 communities staff on a variety of projects involving communities in R3. This coordination can continue to be done virtually.

I am the R3 One Federal Review Coordinator in the event of a declared disaster. This would involve working on NEPA clearance for projects involving other agencies and our Disaster Support Group. This would most likely be done remotely. As part of this role I am participating in virtual meetings involving disaster support staff within EPA and other agencies.

Working remotely with a Maxiflex schedule allows me more flexibility both professionally and personally. I am able to adjust my schedule to work later on short notice for the many meetings (and

appointments) that come up. When I was commuting I had to work around train schedules or traffic and other peoples' schedules to accommodate responsibilities at home.

I live in the maximum allowable Transit Subsidy zone so working remotely would not require me to receive those funds. In the even I have to travel, I am flexible. In many cases it is easier for me to leave from home via POV than get a GSA car. I generally prefer to take my own car if that is an option. It is more comfortable for me than most of the fleet cars.

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Mark Zolandz	Job Title & Grade: Life Scientist, 0401-GS-13
AAship/Region and Division: Region 3, Enforcement and Compliance Assurance Division	Address of Official Agency Worksite: 1650 Arch Street, Philadelphia, PA 19103
Employee's Work Phone: 215-814-2319	Employee's Work E-mail Address: zolandz.mark@epa.gov
First-line Supervisor: Jessica Duffy (acting)	First-line Supervisor's Work Phone: 215-814-3212
Proposed Start Date: 5/8/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 5px; margin: 5px 0;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; margin: 2px 0;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3/28/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I am an inspector and case developer in Region 3's Enforcement and Compliance Assurance Division (ECAD). My work involves conducting inspections, writing inspection reports, writing compliance determinations, and working with regional counsel to negotiate settlements and address violations of the Clean Water Act. I have been able to successfully accomplish all of my work during the past two years of mandatory/ maximum telework, and I will be able to continue to do so moving forward given the agency's investment in improved online digital workplace, including Teams, Sharepoint, and the network drives.

Ex. 6 Personal Privacy (PP)

Approval/Disapproval (attach documentation):

- ☐ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature:

MARK ZOLANDZ

Digitally signed by MARK
ZOLANDZ
Date: 2022.03.28 09:46:27 -04'00'

Date:

3/31/2022

Supervisor's Signature:

Richard A. Rogers

Digitally signed by Richard A.
Rogers
Date: 2022.04.03 15:00:43 -04'00'

Date:

April 3, 2022

AA/RA (or designee) Signature:

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Janet E. Sharke	Job Title & Grade: Attorney/Adviser, GS 14
AAship/Region and Division: Region 3, ORC	Address of Official Agency Worksite: 4 Penn Ctr., 1600 JFK Blvd., Phila., PA 19103
Employee's Work Phone: 215-814-2689	Employee's Work E-mail Address: sharke.janet@epa.gov
First-line Supervisor: Donzetta Thomas	First-line Supervisor's Work Phone: 215-814-2474
Proposed Start Date: 10/23/22	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3/1/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Please see Attachment A.

Approval/Disapproval (attach documentation):

☐

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature:

JANET SHARKE

Digitally signed by JANET
SHARKE
Date: 2022.08.15 09:21:25 -04'00'

Date:

Supervisor's Signature:

DONZETTA
THOMAS

Digitally signed by DONZETTA
THOMAS
Date: 2022.08.23 08:57:11 -04'00'

Date:

AA/RA (or designee) Signature:

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Julie Dietrich	Job Title & Grade: Grants Management Specialist GS-13-4
AAship/Region and Division: Region 3, GMS, MSD	Address of Official Agency Worksite: Four Penn Center, 1600 J. F. Kennedy Blvd. Philadelphia, PA
Employee's Work Phone: 215-814-5373	Employee's Work E-mail Address: dietrich.julie@epa.gov
First-line Supervisor: Kenneth Rose	First-line Supervisor's Work Phone: 215-814-3147
Proposed Start Date: 7/1/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available): N/A
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>2/3/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I have been working fully remotely since the pandemic began in March 2020. I report to my home office promptly every morning at 7:30 am and am available during the entire work day except for lunch. As the Next Generation Grant System (NGGS) grant administrative coordinator (GAC), it is essential that I am on hand to triage problems for all 264 R3 users. If I had been shirking my duties over the past 2+ years, this would have been clear. Moreover, our previous branch chief, Jackie Guerry, once commented on the ease with which she was always able to reach me. Then, too, for the past three or so months, I have been training new grants specialists. We convene every day at 10 am and spend a minimum of one hour in training. Reports from these new hires have been very complimentary. I also work very closely with staff in the Chesapeake Bay Program Office in Annapolis and have performed my services to them in such a manner as to receive annual cash awards from that office in 2020 and 2021. Working remotely works very well for me and has had no negative impact on my work performance.

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Approval/Disapproval (attach documentation):

☐

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature:

Dietrich, Julie

Digitally signed by Dietrich, Julie
Date: 2022.05.17 08:13:23
-04'00'

Date:

May 17, 2022

Supervisor's Signature:

KENNETH ROSE

Digitally signed by KENNETH
ROSE
Date: 2022.05.17 12:34:06 -04'00'

Date:

May 17, 2022

AA/RA (or designee) Signature:

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Sharon D. Kenny's Work Assignments and Responsibilities

RCRAinfo Regional Coordinator

- Administer RCRAinfo, the national information system that supports the RCRA C Regulated Universe that is used by States and EPA Regions to input facility permitting, corrective action, and enforcement/compliance data
- Provide technical support to RCRAinfo users, and respond to their requests for assistance
- Evaluate and recommend modification of systems and database configurations to correct problems that affect the data entry by States and EPA
- Lead a regional monthly call for RCRAinfo users to discuss changes, translation, e-manifest, and biennial reporting
- Provide presentations, tutorials, and training to States on the use of RCRAinfo
- Participate in monthly RCRAinfo national calls led by EPA HQ

RCRAinfo Data Quality

- Evaluate RCRAinfo Region 3 data for its quality and accuracy
- Identify, assess, monitor, document, and communicate potential quality issues in RCRAinfo
- Determine root cause for data quality errors and make recommendations for long-term solutions
- Provide customer assistance to States to resolve database issues in a timely manner
- Work with States, HQs, and Regional Staff to improve data quality in RCRAinfo
- Contribute to Region 3's RCRA Subtitle C Program quantitative expertise, analyzing RCRAinfo data that reflects State performance, and helping craft and review written narratives of findings
- Lead data quality initiatives with EPA and State, providing presentations to EPA teams and States' representatives

Environmental Justice Targeting for HW and LUST

- Identify and implement Environmental Justice projects for RCRA Subtitle C and RCRA Subtitle I.
- Use geostatistical applications (e.g., QGIS) and data visualization software (e.g., Qlik), databases (e.g. EJSCREEN), and online tools (e.g., CEJST) to create and maintain datasets that support EPA national and regional EJ initiatives
- Train federal and State employees on the use of Environmental Justice data and its analysis
- Support HQ and State's efforts on the identification, cleanup, and redevelopment of LUST sites located within areas that disproportionately affect minority, low-income, linguistically isolated populations, and those without higher education
- Participate in monthly EPA national and regional calls

GIS Support for RCRA Program Branch

- Research, analyze, interpret, and evaluate RCRA data with geospatial, statistics, remote sensing imagery, and data visualization tools.
- Provide mapping products for the following Regional programs: Food Waste and Composting, Underground Storage Tank (UST), Leaking Underground Storage Tank (LUST), and Hazardous Waste Management
- Explore and learn new tools, technologies, and analytical techniques to devise, construct, code, and implement computer models and machine learning techniques to extract insights from hazardous waste and LUST data sets.

Hazardous Waste Coordinator for eManifest

- eManifest Regional Coordinator
- Collaborate with EPA HQ on the validation of manifest tracking numbers using computer algorithms for data analysis
- Provide customer assistance to the regulated community
- Participate in monthly EPA national calls

WIETS Regional Coordinator

- Regional Coordinator for the RCRA import-export program of EPA HQ International Branch, Materials Recovery and Waste Management Division (MRWMD), Office of Resource Conservation and Recovery (ORCR), and Office of Land and Emergency Management (OLEM)
- Review and formulate recommendations for import and export notices within the Waste Import Export Tracking System (WIETS) electronic system
- Communicate with States on a selective basis to inquire about enforcement matters, health and safety concerns, and other information relating to the facility importing or exporting hazardous waste.
- Participate in monthly EPA national calls

Pharmaceutical Waste Regional Lead

- Provide customer assistance to States and industry in the implementation of EPA's regulations, guidance, and policies on medical and pharmaceutical waste
- Participate in monthly EPA national calls

Electric Arc Furnace Slag Workgroup Regional Lead

- Collaborate with an EPA national workgroup on the analysis of research related to potential impacts to human health due to exposure to toxic contaminants released by Electric Arc Furnace Slag used in residential areas
- Participate in biweekly EPA national calls

LUST Cleanup and Redevelopment Project

- Lead the regional LUST Cleanup and Redevelopment Project, an initiative motivated by the need to address legacy pollution caused by open cases of leaking underground storage tanks
- Design, develop, and implement project management plans and reports.

All my work is portable.

The nature of my duties (please see below for a detailed description of my Work Assignments and Responsibilities; also attached) is entirely computer-based, therefore, the specific locale of my work office is inconsequential to my effectiveness; as long as I have a computer, internet access, and a room set up as an office, I can work from anywhere in the world.

My work assignments and tasks are more effectively performed at a remote work location (RWL), as I provide a better customer service thanks to a lack of disruptions to communication with internal or external customers (e.g., public, state and local entities, industry, stakeholders). I never require access to in-office resources; and my position does not require in-person interface with management officials or other colleagues.

I am self-directed and skilled at working independently; responsive to my organization, customers, and coworkers by keeping a high profile with open, frequent and proactive communication through email, phone calls, instant messaging, and videoconferencing. I am always available to supervisors, colleagues, State partners, other EPA regions, and the public to the same extent as if I were at an official agency worksite. Nevertheless, I am available to be recalled to the official agency worksite if given notice.

I keep my manager and colleagues informed about the status of projects pending and completed, I pitch in to help when needed, and I require minimal supervision. I have a demonstrated track record of meeting and exceeding performance plan objectives, as well as working independently, without close in-person supervision. The technology I need to perform my duties is available and fully functional; and the approval of this request for RWL would not require reassignment of current work or tasks to other staff.

Since March 2020 I have been able to meet the challenges of my job from RWL. Free from the physical and emotional stresses that commuting into a city imposes, I have experienced a better work-life balance, a reduction in sick leave, and an increased work productivity because I have been able to perform all my duties more effectively from my RWL than from the traditional agency worksite. By continuing to apply the same rigorous and successful habits I have been maintaining since EPA directed us to work from home, EPA's ability to accomplish its mission and meet its operational goals will be enhanced by my ability to work remotely.

Neil Bigioni (3RC30)

Remote Work Application – Support Narrative

I am a Senior attorney with over 25 years of EPA enforcement and counselling experience. I have held several permanent and acting managerial positions in Region 3 and EPA Headquarters. I am currently a staff attorney in the Media Counseling Branch, where my focus is on counselling under the Clean Air Act, Information and Privacy law, and Environmental Justice. For most of the last year and continuing through March-April 2023 I am on a 25% detail to the Air & Radiation Law Office in the Office of General Counsel (OGC), providing counsel to all 10 regions and the Office of Air Quality Planning and Standards specifically with respect to the Regional Haze program. With regard to all of my work subject areas, my tasks primarily involve meeting with client programs, generating, reviewing and editing supporting documents (such as CAA draft and final federal register notices, legal memoranda, Title V and Outer Continental Shelf permit applications, presentations, and pleadings other filings in support of defensive litigation). I also perform associated legal research in support of regional and national legal and policy decisions; provide recommendations to ORC and Regional and HQ management and participate in various regularly scheduled regional and national workgroup calls. I am a member of the EPA Problem Solving Corp and I have participated in remote national and regional problem-solving activities over the last 3 years. I also assist the Department of Justice and OGC in defending EPA in defensive litigation, which involves legal research, drafting and revising legal briefs and proposed orders, and participation on conference calls with DOJ and OGC attorneys. All of this work may can be performed remotely, including legal research through Westlaw, Hein Online, etc. and other on-line services.

With the availability of Microsoft Teams and similar electronic communication platforms (WebX, Zoom) I have no need to routinely attend internal or external meetings in person – and have not done so for these past 2 pandemic years or in our current hydrid environment. My various regularly scheduled docket meetings, training courses (including required continuing legal education) and other staff and management meetings are all now being conducted successfully and efficiently via Microsoft Teams, including meetings with my state counterparts and counsel with the Department of Justice. Since my return to the office this past summer I have found that most of my internal EPA meetings continue to be held remotely, with occasional in-person meetings also having a remote (hybrid) component meaning that in-person presence is not required. Additionally, all of my meetings with members of regulated community have continued to be held remotely. Although I have no required in-person meetings I could easily arrange to attend any such meetings as requested by clients, member of the regulated community or management, since my remote work location is in the local commuting area, and within a 10-15 minute drive to an Amtrak station if inter-regional travel is requested. Lastly, all document reviews, concurrences, signatures and filings are now performed electronically and are fully compatible with full time remote work.

I have found remote work to be practical, efficient and somewhat less prone to interruption or distraction. My remote work will also result in conservation of Agency Transit Funds and (as my home is the same pay region as the office) my salary will not increase due to a

locality pay change. My availability and responsiveness to my program clients will not change because of my work location.

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

I am confident in stating that all of my above-described work is now portable in nature and does not require or necessitate the use of EPA office materials or equipment, other than my laptop. My home has reliable high-speed internet and I have a personal computer with the EPA Citrix client installed for the rare occasions when there have been (or may be) issues with my EPA laptop. I have a battery backup to prevent loss of work in the event of a local power outage at my home, and a reliable scanner/printer/fax machine. I believe I have demonstrated that I have become accustomed, comfortable and proficient at performing all of my routine work remotely--- and I therefore hope to be allowed and afforded the continuing opportunity and privilege of continuing to work remotely.

Thank you for your thoughtful consideration of my Remote Work Application.



Appendix A – EPA Remote Work Agreement

Employee's Name: Danielle Baltera	Job Title, Pay Plan, Series & Grade: Program Analyst GS-0343 13
Office/Region and Division: Region 3 ECAD	Address of Regular Office or Worksite: 1600 JRK Blvd Philadelphia, PA
Employee's Work Phone: 215-814-2342	Employee's Work Email Address: baltera.danielle@epa.gov
Supervisor's Name: Joan Armstrong	Supervisor's Work Phone & Email Address: 215-814-3155 armstrong.joan@epa.gov
Proposed Start Date: 10/3/22 or as soon as a decision is made on application	Proposed End Date (for DETO):
Address of Remote Work Location (Including City, State, and Zip Code): Ex. 6 Personal Privacy (PP)	
Within same Locality Commuting Area of Regular Office or Worksite: <input checked="" type="radio"/> Yes <input type="radio"/> No	
Domestic Employee Teleworking Overseas Arrangement (DETO): <input type="radio"/> Yes <input checked="" type="radio"/> No (Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)	
Request: Select One: <input checked="" type="radio"/> New Request <input type="radio"/> Request for Modification to Existing Agreement	
Approval/Disapproval (attach documentation): <input type="radio"/> Approved <input type="radio"/> Disapproved (cite reason(s) in the following text field)	
Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. I have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.	
Employee's Signature: DANIELLE BALTERA	Digitally signed by DANIELLE BALTERA Date: 2022.09.15 13:44:39 -04'00'
Supervisor's Signature: JOAN ARMSTRONG	Digitally signed by JOAN ARMSTRONG Date: 2022.09.21 12:36:23 -04'00'
AA/RA (or designee) Signature:	
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	



Privacy Act Statement

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292, codified at 5 U.S.C. §§ 6501-6506.

Purpose: The information collected may be used to manage telework applications and conduct telework program evaluations and audits, and to contact EPA personnel for business purposes.

Routine Use: This information may be disclosed to Agency employees with a need to know, and pursuant to the Routine Uses outlined in the Privacy Act System of Records: Telework Application and Agreement Records, EPA-61, available at <https://www.govinfo.gov/content/pkg/FR-2013-03-04/html/2013-04927.htm>. For example, Routine Use disclosures may include, but are not limited to the following: disclosures to the Department of Labor regarding remote workplace safety matters, pursuant to an applicable negotiated collective bargaining agreement(s), and to persons properly engaged in processing of an administrative grievance, complaint, claim, or appeal filed by an employee, to the extent necessary to carry out their authorized duties.

Disclosure: Providing this information is voluntary. However, failure to provide this information may prevent approval or further processing of your telework application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Cindy G. Cook	Job Title & Grade: Management Analyst GS-343-13
AAship/Region and Division: Region 3, MSD	Address of Official Agency Worksite: 1650 Arch Street, Philadelphia, PA 19103
Employee's Work Phone: 215 814 5170	Employee's Work E-mail Address: cook.cindy@epa.gov
First-line Supervisor: Geoffrey Fala	First-line Supervisor's Work Phone: 215 814 5344
Proposed Start Date: 02/16/2022	If Temporary, Proposed End Date: 09/30/2022 End Date re-evaluated for extension after 9/30/2
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available): <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input checked="" type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>7-18-2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

This is to certify that I can effectively and efficiently perform all of my full time duties on behalf of the US EPA in a seamless manner from my remote work location. My remote work will Not impact the agency in any detrimental fashion and will enhance the agency's ability to meet the mission and operational goals. With my government laptop, iPhone and EC500 telephone forwarding, I effectively access MS Teams or telephone to virtually attend all weekly budget meetings, Working Capital Fund monthly meetings, weekly records meeting, Library contractor meetings, OSB project management meetings and OSB section meetings. As the WCF manager, I successfully manage all employee computer connectivity accounts utilizing eBusiness system. eBusiness is easily accessed remotely where I oversee 6M in funding for several WCF accounts. I effectively use Compass Data Warehouse to review funding and expenses for all WCF accounts, contracts and OSB budget documents tracking all remotely. All service contracts I manage for Records and Library are accessible electronically and the PSS system needed as a COR for managing contractors can easily be obtained remotely. The EAS contract system for procurement is easily accessed remotely to fund branch contracts. The READ

Approval/Disapproval (attach documentation):

☐

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature:

Cook, Cindy

Digitally signed by Cook, Cindy
Date: 2022.02.14 13:36:48
-05'00'

Date:

Supervisor's Signature:

GEOFFREY FALA

Digitally signed by GEOFFREY
FALA
Date: 2022.02.16 15:55:15 -05'00'

Date:

AA/RA (or designee) Signature:

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Remote Work Justification for Lucinda Power

Lucinda Power has worked at the EPA Chesapeake Bay Program Office (CBPO) since July 2011 and has served in her Team Leader position since 2016. (Lucinda has been with the Agency since March 2009). Over the last two years, Lucinda has been working from a remote location outside of the local commuting area due to the COVID-19 pandemic. **Ex. 6 Personal Privacy (PP)**

Ex. 6 Personal Privacy (PP)

Lucinda is in regular and consistent communication with her team and with EPA senior management through standing weekly and bi-weekly tele- and video-conference calls. She is able to work independently or with her team as dictated by work priorities and projects underway. The introduction of Microsoft Teams has helped facilitate this seamless transition to remote work. Her working remotely over these last two years has not at all hindered her ability to perform her job and meet her objectives. While the CBPO is a geographic program (Lucinda was born and raised in Maryland and has spent the majority of her federal government career in the DC metro area), her role and associated duties are not dependent upon being physically in the Chesapeake Bay watershed, as much of her work conducted prior to the pandemic was via tele-conference and video-conference due to the nature of the Chesapeake Bay Program partnership (i.e., many partners that Lucinda engages with on a daily or weekly basis do not live locally to the CBPO in Annapolis).

Lucinda is an extremely valuable and contributing member of the CBPO's Science Branch, responsible for a wide and diverse ray of projects and activities that have supported and accelerated Bay restoration efforts. Her efforts have been integral in leading water quality policy development and implementation, building consensus amongst a group responsible for advancing water quality science, technologies, and pollution reduction strategies, and fostering cross-sector collaboration to support environmental protection and restoration. These accomplishments were recognized by her colleagues in 2019 when she was bestowed with Region III's most prestigious award, the Glen Witmer award. Approving a longer-term remote work arrangement would ensure that these activities and accomplishments continue, which are critical to fulfilling both the mission of EPA and the CBPO.

The following cost analysis shows that Lucinda's new salary in **Ex. 6 Personal Privacy (PP)** her proposed remote work location, would be lower than her current salary in the DC metro area:

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

There would be no transit subsidy cost for either location. Lucinda also understands that any recall and termination to the remote work agreement would be at her expense.

Lucinda meets all of the basic eligibility requirements and well as the additional criteria that's outlined in the EPA Remote Work Policy:

The basic requirements for telework are:

- The employee has sufficient portable work for the amount of telework requested;
 - *Lucinda has all of the necessary equipment (e.g., EPA-issued laptop; video camera; EPA-issued cell phone) to work remotely for the longer term.*
- The arrangement does not create any impediment to the effective accomplishment of the organization's work;
 - *Lucinda has effectively demonstrated the ability and efficiency of participating in meetings via tele- and video-conference and is readily available via email for any written correspondence and materials (e.g., briefing documents, presentations, etc.).*
- The employee agrees to return to the office worksite if required to do so by their supervisor;
 - *Lucinda is in agreement with this requirement.*
- The employee continues to comply with the terms of their written and approved agreement; and
 - *Lucinda agrees to continue to comply with the terms of her written and approved agreement.*
- Arrangements are in place for dependent care, if providing care would otherwise interrupt or interfere with the employee's work duties during the time the employee is working at the RWL.
 - *Non-applicable. Lucinda does not have any dependent care responsibilities.*

Approval for remote work may only be authorized when all of the following criteria are met:

- 100% of the employee's work is portable and there is no expectation for the employee to regularly report to the office worksite each pay period;
 - *All of Lucinda's duties and responsibilities can be conducted remotely, as demonstrated by the successful transition to fully remote work during the Agency's maximum telework policy during COVID-19. Please see Appendix B for additional information.*

- Authorization for remote work will not unduly shift functions or responsibilities to other employees or require reassignment of current work or tasks to other staff (e.g., field work, inspections, mail, or hard copy scanning, addressing facilities issues);
 - *Lucinda has not (nor will) shifted or reassigned any of her functions and responsibilities to other employees, as indicated by her past performance and associated outstanding performance reviews during the pandemic (and before).*
- There is no adverse impact on other offices or programs;
 - *No adverse impacts on other offices or programs have been identified or are anticipated, based on the last two years of fully working from a remote location. Lucinda has been and will continue to be in consistent communication with her team, management team, and Region III colleagues based in Philadelphia, PA.*
- Tasks or work assignments can be performed at least equally effectively at the RWL;
 - *Lucinda has demonstrated over the last two years that she can perform her duties effectively and efficiently based on accomplishments to date and seamless continuation of her duties in a remote work location. Please see Appendix B for additional information.*
- Employee's work does not require access to in office resources;
 - *Lucinda's work does not require access to in-office resources; all of her work can be accomplished remotely via tele- and video-conference and email. Much of her work is focused on communication with partners and colleagues that work outside of the CBPO; therefore, she is well accustomed to remote work technologies and capabilities.*
- There will be no foreseen disruption to customer service with any agency customers or stakeholders (e.g., public, states, industry);
 - *Based on the last two years of working remotely, there has not been, nor is it anticipated, any disruption to customer service with any agency customers or stakeholders. Lucinda has vast experience with providing customer service remotely during her tenure with the CBPO both prior to and during the pandemic (bi-weekly Team calls; weekly management team meetings, partnership calls (e.g., WQGIT, Conowingo WIP Steering Committee calls, one-on-one calls with state and local jurisdictions)).*
- The employee does not have duties or work assignments requiring face-to-face customer service or coworker interface; and
 - *All of Lucinda's duties and work assignments do not require face-to-face customer service or coworker interface due to tele- and video-conference capabilities. All communication, team building, and written work products can be done in a remote work location and Lucinda has successfully demonstrated her ability to do this over the last two years.*

- The employee has a demonstrated track record of meeting performance plan objectives and working without close supervision.
 - *As reflected in her annual PARS ratings over the last several years, Lucinda has performed outstanding work in meeting performance plan objectives and working without close supervision.*

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Appendix B: Fulfilling Position Duties in a Remote Work Setting

EPA Grant Management Project Officers

Grants managed

Lucinda currently manages six grants, all of which can be managed remotely. Several of the grant recipients are outside of the local commuting area and Lucinda is well versed in conducting all grant correspondence and activities via Microsoft Teams, email, and phone.

EPA Building Coalitions and Communication

Builds alliances and effectively communicates to advance EPA's and organization's mission and objectives.

1) Ensure an unprecedented level of engagement of and contributions by local governments and watershed organizations within the implementation of the Bay TMDL, Phase III Watershed Implementation Plans, and 2-year milestones.

Lucinda will continue to share technical data, EPA expectations, and evaluation criteria with the CBP partnership groups and external stakeholders through a remote work setting utilizing the numerous and available online platforms. Lucinda will continue to work with partner organizations to strengthen opportunities for local engagement, including communication needs, in the Phase III WIP implementation efforts. Much of this work conducted prior to the COVID 19 pandemic was conducted via electronic and voice communications given the geographic locations of partners throughout the Chesapeake Bay watershed.

In addition, Lucinda is the EPA staff lead for developing policy and communications related to the assessment of the 2025 WIP outcome, working with the partnership. This work is already underway and has been conducted successfully via a remote work setting.

2) Greatly increase the number of non-traditional partners within the CBP partnership as a part of implementation of the Phase III WIPs and Conowingo WIP.

Lucinda continues to serve as the CBPO tribal contact, attending monthly calls and coordinating the upcoming CBP showcase with the Region III federally-recognized tribes. All of this work is conducted remotely via tele- and video-conferencing technologies.

EPA Team Leadership

Lead, develop and maintain cooperative relationships with co-workers and team members. Build effective partnerships that coordinates and facilitates working across boundaries, groups, or organizations. Respect and value individual differences and diversity by treating everyone fairly and professionally. Work constructively with others to reach mutually acceptable agreements to resolve conflicts.

1) Continue role of Implementation and Evaluation Team Leader

Lucinda will continue to coordinate a multi-disciplinary, technical team composed of EPA and cooperating institution staff responsible for conducting modeling and programmatic analysis of pollution reduction efforts among urban, agricultural and wastewater source sectors with a focus

on evaluation of the most cost effective and pollutant load reduction efficiency programs and practices. Lucinda works closely with the Water Division, CBPO modeling, and CBPO monitoring teams on providing direction to the EPA WIP team on oversight and accountability issues related to WIP implementation and two-year milestone development and implementation. Lucinda holds bi-weekly team meetings and regular individual check-ins with team members via Microsoft Teams. Upcoming work that Lucinda can fully conduct in a remote work setting includes supporting the development of the Phase 7 suite of modeling tools and developing EPA expectations to continue the Chesapeake Bay TMDL Accountability Framework post-2025. She is easily assessable via other online platforms, phone, and email.

Results Driven

Promotes teamwork and a positive work environment through personal accountability and professional and respectful use of communication and interpersonal skills.

1) Develop plans for pre and post 2025 WIP outcome assessment and future WIP outcomes.

Lucinda has already started to develop a critical path and associated work plan for the EPA assessment of the 2025 WIP Outcome, including the necessary EPA Region III and CBPO staff to be involved in the assessment, identification of the necessary technical resources to inform the assessment (e.g., decision support tools, monitoring, and trends analyses), and detailed schedule and key decision points for EPA and, when applicable, the CBP partnership. This preliminary information was presented to the RA in a standing weekly briefing. Lucinda will be able to continue this work in a remote work location through the use of tele- and video-conferencing technologies, and email.

2) Support the jurisdictions' development and implementation of Phase III Watershed Implementation Plans and Two-year Milestones and 3) Support implementation of the jurisdictions' Phase III WIPs and support development and implementation of the Conowingo WIP.

Lucinda has successfully completed previous two-year milestone evaluations and the evaluations of the draft and final Conowingo WIP in a remote work setting. Lucinda will continue to provide overall coordination and support to the state and local jurisdictions in Phase III WIP implementation. Lucinda has demonstrated the ability to do this remotely through the development and completion of the WIP assistance plans and working with the individual jurisdictions to determine assistance needs and priorities. Lucinda has also demonstrated the ability to fulfill her role as EPA staff WIP lead for Maryland and West Virginia in a remote work location through her continued engagement with her state colleagues and EPA senior management.

Leading Change

1) Continue to build an in-depth gap analysis/programmatic capacity evaluation capability within the Chesapeake Bay Program Office

Lucinda continues to coordinate WIP oversight and assistance with EPA WIP Team and WD, particularly for West Virginia and Maryland, in a remote work setting through tele- and video-conferencing technologies.

2) Expand the direct involvement of a much wide array of partners and stakeholders

Lucinda has and can continue to involve an increased number of stakeholders in management driven science synthesis, model and other decision support tool development and application, assessments of Bay/watershed health and evaluations of management effectiveness in a remote work setting. Recent examples include Lucinda's support to the CBPO modeling team in the development of the Phase 7 suite of modeling tools (organizing the two-day virtual WQGIT call) and coordinating calls with each of the seven jurisdictions on the upcoming release of CAST 2021.



Appendix A – EPA Remote Work Agreement

Employee's Name: Lucinda Power	Job Title, Pay Plan, Series & Grade: Lead Environmental Protection Specialist, GS-14
Office/Region and Division: EPA Region III Chesapeake Bay Program Office	Address of Regular Office or Worksite: 1750 Forest Drive Suite 130 Annapolis, MD 21401
Employee's Work Phone: (443) 863-0657	Employee's Work Email Address: power.lucinda@epa.gov
Supervisor's Name: Lee McDonnell	Supervisor's Work Phone & Email Address: (410) 267-5731; mcdonnell.lee@epa.gov
Proposed Start Date: March 1, 2022	Proposed End Date (for DETO): Not to Exceed 12/15/22
Address of Remote Work Location (including city, state and zip code): <div style="border: 1px dashed black; padding: 5px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Commuting Area of Regular Office or Worksite: <input type="radio"/> Yes <input checked="" type="radio"/> No (Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)	
Domestic Employee Teleworking Overseas Arrangement (DETO): <input type="radio"/> Yes <input checked="" type="radio"/> No	
Request: Select one: <input checked="" type="radio"/> New Request <input type="radio"/> Request for Modification to Existing Agreement	
Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. I have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.	
Approval/Disapproval (attach documentation): <input type="radio"/> Approved <input type="radio"/> Disapproved (cite reason(s) below)	
Employee's Signature: LUCINDA POWER	Digitally signed by LUCINDA POWER Date: 2022.02.25 11:34:30 -05'00'
Supervisor's Signature: LEE MCDONNELL	Digitally signed by LEE MCDONNELL Date: 2022.03.01 07:20:39 -05'00'
AA/RA (or designee) Signature:	
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Kelly Gable	Job Title & Grade: Attorney, GS 14
AAship/Region and Division: Region 3 Office of Regional Counsel	Address of Official Agency Worksite: Four Penn Center, Philadelphia PA 19103
Employee's Work Phone: 215-814-2471	Employee's Work E-mail Address: gable.kelly@epa.gov
First-line Supervisor: Nina Rivera	First-line Supervisor's Work Phone: 215-814-2667
Proposed Start Date: 07/31/2022	If Temporary, Proposed End Date: N/A
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px solid black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px solid black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available): N/A
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>04/07/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

See attached.

Approval/Disapproval (attach documentation):

☐

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature:

KELLY GABLE

Digitally signed by KELLY GABLE
Date: 2022.07.12 12:37:53 -04'00'

Date:

Supervisor's Signature:

Nina Rivera

Digitally signed by Nina Rivera
Date: 2022.07.18 15:50:20
-04'00'

Date:

AA/RA (or designee) Signature:

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Emanuel M. Wolper	Job Title & Grade: Contract Specialist GS-1102-13
AAship/Region and Division: AAB/R3 Mission Support Division	Address of Official Agency Worksite: 1650 Arch Street (3MD21), Philadelphia, PA 19103
Employee's Work Phone: 215-814-5139	Employee's Work E-mail Address: wolper.emanuel@epa.gov
First-line Supervisor: Karyn Price	First-line Supervisor's Work Phone: 215-814-5310
Proposed Start Date: 04/24/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available): <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>03/25/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

See attached document - Explanation of Duties.

Approval/Disapproval (attach documentation):

☐

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature: EMANUEL WOLPER	Digitally signed by EMANUEL WOLPER Date: 2022.04.10 09:29:36 -04'00'	Date:
Supervisor's Signature: Price, Karyn	Digitally signed by Price, Karyn Date: 2022.04.11 21:36:40 -04'00'	Date:
AA/RA (or designee) Signature:		Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.


Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

My duties as a Senior Watershed Coordinator can be effectively executed at my remote work location full time. My duties include project officer management, scientific and technical review of EPA products, coordination and oversight of technical projects and collaboration with outside entities. I have had nearly 7 years of demonstrated success, 2 year full-time, meeting and exceeding the expectations of my duties from a remote workplace. EPA's operational goals will continue to be met.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Kellee J. Haye	Job Title & Grade: Contract Specialist GS-13
AAship/Region and Division: Region 3 / MSD	Address of Official Agency Worksite: 1650 Arch St.
Employee's Work Phone: 218-814-5130	Employee's Work E-mail Address: haye.kellee@epa.gov
First-line Supervisor: Karyn Price	First-line Supervisor's Work Phone: 215-814-5310
Proposed Start Date: 1/30/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature 	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>7/25/2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

See attached document

Approval/Disapproval (attach documentation):

☐ Approved

☐ Disapproved (cite reason(s) below)



Employee's Signature:

Date:

2/8/2022

Supervisor's Signature:

Kellie J. Hays

Price, Karyn

Digitally signed by Price,
Karyn
Date: 2022.02.08 11:28:00
-05'00'

Date:

AA/RA (or designee) Signature:

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

All of the following requirements can be completed via email, phone calls or teams' meetings. Prior to COVID these elements at times would not be handled fact-to-face. Additionally, adapting to new rules has made for a faster turnaround. Since March 2020 we have had to deal with a variety of changes within the program and contracts. Keeping an open line of communication, asking questions and making myself available and willing to adapt has been key.

All files are electronic as per EPA guidance. Also, working remotely also helped in performance and productivity while having the ability to make and take procurement sensitive phone calls and meetings in a secure space without having to move rooms or whisper.

Ex. 6 Personal Privacy (PP)

Results Driven/Program Results: Achieves organizational/program and individual goals and objectives consistent with the EPA Strategic Plan and/or other office operating plan:

Without disruption I have performed acquisition planning with mission partners for all acquisitions assigned, in accordance with Federal Acquisition Regulations and internal agency guidelines. Documentation of such is uploaded into EAS as it is now the official electronic file repository. Paper files are no longer required.

Prepares and issues solicitations, awards, modifications, and other actions in accordance with applicable laws, FAR and Agency regulations and policies, within established Procurement Action Lead Times (PALT). Documentation of such efforts must be evident and uploaded into EAS.

Support Agency socioeconomic initiatives; contribute to the attainment of EPA's socioeconomic goals using market research skills. Documentation of such efforts must be evident and uploaded into EAS.

While working remotely I have received good customer feedback, respond to customer concerns and questions in a timely manner, offer suggestions for improvements to section and chief. I am the ELMS champion for our section and continue to think of ways to help improve our daily function in relation to the ELMS process. I participate in various per-award coordination meetings, section, and branch meetings. Additionally, I am always willing to assist my peers when they need assistance and provide coverage while they are out of the office. I currently provide coverage for START when Tiffany is out of the office.

- Business Acumen/Process Management: Acquires, organizes, manages and/or leverages available human, financial, material and information resources to efficiently produce high-quality results which accomplish strategic goals and organizational/program objectives:

Requirements:

Prepares contractor performance evaluations in the Contractor Performance Assessment Reporting System (CPARS) contractor rating system.

Ensures the de-obligation of excess funds on active and expired contracts within Agency or Office established timeframes and provides assistance and guidance to peers and mission partners

Manage activities so that responses to inquiries, such as but not limited to congressional, controlled correspondence and Freedom of Information Act (FOIA) requests are done within established time frames.

Makes maximum use of existing automated systems for accomplishing, scheduling, reporting and tracking work, by the established deadlines, including the use of the EAS generated milestones

Generates acquisition documents; maintains contract files in accordance with the FAR, EPAAR, agency policies, and established guidelines and uploaded into EPA's Acquisition System (EAS). Examples include invoice reviews, annual COR file review, etc.)

While working remotely I have been able to Lead pre-award activities for actions to include various IT requirements and currently a nationwide response contract for HQ. Currently taking corrective action on an Agency Protest.

Leading Change/Change Management: Effectively initiates and/or manages organizational/program change.

Requirements:

- Proactively suggests or recommends system or process improvement
- Reviews and comments on proposed changes in regulations, policies, and procedures.
- Adapts effectively to new rules, regulations and policies without reluctance or interruption to daily responsibilities.
- Proactively initiates resolution of problems or issues by presenting recommendations and alternatives before issues escalate to higher levels.
- Seeks management support when mission partner satisfaction cannot be reached at a lower level.
- Effectively communicate policy changes with mission partners

While working remotely I have been able to provide post award administration for various simple and complex modifications and administer high dollar value and complex Next Generation Information Technology Support for Chesapeake Bay Program Office (\$8M).

Moreover, the following are also benefits for EPA:

Ability to save money on commuting; EPA will not have to pay for Transit Subsidy

Positive Environmental Impact: working remotely can reduce greenhouse emissions and positively impact air quality

Increased Cost Savings: EPA will not have to pay for my overhead costs

A better work-life balance makes for a happier employee



Employee Schedule Request

Empl ID 02336171

Name Kellee Hays

Department 0000005360

Employee Type

Workflow Status Approved

EPA Organizational Code SOAGA000

Request ID 39299

Request Date/Time 06/12/19 8:47AM

Job Standard Hours 80.00

Schedule Details

Existing schedule

Current Schedule Group EPAF08

Current Effdt 06/04/2019

Current Schedule ID EPAF08S00016

Week 1

Day 1 (Sun) 0.00
 Day 2 (Mon) 10.00
 Day 3 (Tue) 10.00
 Day 4 (Wed) 10.00
 Day 5 (Thu) 10.00
 Day 6 (Fri) 0.00
 Day 7 (Sat) 0.00

Week 2

Day 8 (Sun) 0.00
 Day 9 (Mon) 10.00
 Day 10 (Tue) 10.00
 Day 11 (Wed) 10.00
 Day 12 (Thu) 10.00
 Day 13 (Fri) 0.00
 Day 14 (Sat) 0.00

Future schedule

Effective Date 06/04/2019

Schedule Group EPAF08

EPA FT FWS - Maxflex Sch Grp

Schedule ID EPAF08S02602

Schedule Flex Type

Week 1

Day	Start Time	End Time
Day 1 (Sun)	0.00	
Day 2 (Mon)	8.00	3:00:00PM
Day 3 (Tue)	8.00	3:00:00PM
Day 4 (Wed)	8.00	3:00:00PM
Day 5 (Thu)	8.00	3:00:00PM
Day 6 (Fri)	8.00	3:00:00PM
Day 7 (Sat)	0.00	

Week 2

Day	Start Time	End Time
Day 8 (Sun)	0.00	
Day 9 (Mon)	8.00	3:00:00PM
Day 10 (Tue)	8.00	3:00:00PM
Day 11 (Wed)	8.00	3:00:00PM
Day 12 (Thu)	8.00	3:00:00PM
Day 13 (Fri)	8.00	3:00:00PM
Day 14 (Sat)	0.00	

Request History

Find [] []

First

1-2 of 2

Last

Workflow Action	Name	Action Date	Comment
Approved	James Clark	06/12/2019	
Submitted	Kellee Hays	06/12/2019	

Approval Chain Status

TRANSACTION_NBR=39299:Approved

Approval Chain Status

Approved

CLARK_OLD14

Uses Supervisor ID

06/12/19 - 9:59 AM

[Print this certificate](#)[Close this window](#)



Appendix B – EPA Telework Self-Certification Safety Checklist

	Select a Response	Comments
1. Is the space free of asbestos material?	Yes <input type="checkbox"/>	
2. If NO, is the asbestos undamaged and in good condition?	N/A	
3. Does the space appear to be free of indoor air quality problems?	Yes <input type="checkbox"/>	
4. Is the workspace free from excess noise?	Yes <input type="checkbox"/>	
5. Is water available and drinkable in the space?	Yes <input type="checkbox"/>	
6. Is ventilation adequate?	Yes <input type="checkbox"/>	
7. Is a bathroom available with hot and cold running water?	Yes <input type="checkbox"/>	
8. Are there handrails for stairs with more than 3 steps?	Yes <input type="checkbox"/>	
9. Are circuit breakers/fuses in the electrical panel labeled as to intended service?	Yes <input type="checkbox"/>	
10. Do circuit breakers clearly indicate if they are opened or closed?	Yes <input type="checkbox"/>	
11. Is electrical equipment free of recognized hazards that would cause physical harm (for example, frayed wires, bare conductors, loose wires, exposed wires fixed to the ceiling, a rat's nest of plugs in a single outlet and so on)?	Yes <input type="checkbox"/>	
12. Will the building's electrical system permit the grounding of electrical equipment?	Yes <input type="checkbox"/>	
13. Are aisles, doorways, and corners free of obstructions to permit visibility and movement?	Yes <input type="checkbox"/>	
14. Do file cabinets and storage closets open so they do not obstruct walkways?	Yes <input type="checkbox"/>	
15. Do chairs have stable and secure wheels/casters?	N/A	
16. Are rungs and legs of chairs stable and sturdy?	Yes <input type="checkbox"/>	
17. Are the phone lines, electrical cords and extension wires safely secured?	Yes <input type="checkbox"/>	
18. Is the office free of combustible materials?	Yes <input type="checkbox"/>	
19. Is there adequate electrical lighting to accomplish the work assignments?	Yes <input type="checkbox"/>	
20. Are floors surfaces clean, dry, and level?	Yes <input type="checkbox"/>	
21. Are carpets well secured to the floor and free of frayed or worn seams?	Yes <input type="checkbox"/>	
22. Are there any other known safety issues that should be addressed for this workspace?	No <input type="checkbox"/>	

This checklist is designed to assess the overall safety of the Alternate Work Location and must be completed and given to your supervisor with your Telework Agreement. Signing this form does not guarantee that the AWL is hazard free but does verify that the employee has made a reasonably careful inspection for potential hazards. Employees are responsible for informing their supervisors of any changes to their AWL that could impact the health and safety of the employee and others.

Employee Signature Kellee J. Hays

Supervisor Signature

Price, Karyn

Digitally signed by Price,
Karyn
Date: 2022.02.08 11:28:18
-05'00'

Message

From: Esher, Diana [Esher.Diana@epa.gov]
Sent: 6/7/2022 5:05:00 PM
To: Swan, Russell [Swan.Russell@epa.gov]
CC: Ford, Lucretia [Ford.Lucretia@epa.gov]; Waters, Anthony [Waters.Anthony@epa.gov]; Schuman, Kevin [schuman.kevin@epa.gov]
Subject: Approval for Remote Work - Abraham

I have carefully reviewed the remote work application for Dennis Abraham and the information provided by you, as the supervisor, regarding the applicable criteria.

Based on the AFGE Remote Work Article for bargaining unit employees, I approve this request. Per the EPA Order 3110.32, individual remote work agreements must be renewed every 12 months.


Please be on the look out for further instructions from Lucretia Ford on how to proceed with this approval. You may let your employee know that it's been approved and moving through the final process.



Diana Esher
Deputy Regional Administrator
US EPA Mid-Atlantic Region
Phone 215-814-2706
Email esher.diana@epa.gov



Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Angelo J. D'Angelo	Job Title & Grade: Attorney-Advisor / GS-14
AAship/Region and Division: EPA R3, Office of Regional Counsel	Address of Official Agency Worksite: 4 Penn Center, 1600 JFK Blvd., Philadelphia, PA 19103-2852
Employee's Work Phone: 215-814-2480	Employee's Work E-mail Address: dangelo.aj@epa.gov
First-line Supervisor: Russell Swan	First-line Supervisor's Work Phone: 215-814-5387
Proposed Start Date: May 22, 2022 (or upon opening of new office)	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div>Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div>Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available): <div>Ex. 6 Personal Privacy (PP)</div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature <div style="text-align: right;">ANGELO D'ANGELO Digitally signed by ANGELO D'ANGELO Date: 2022.03.24 14:58:15 -04'00'</div>	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>8/3/16&7/22/19</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I am a Senior attorney with over 31+ years of EPA enforcement experience, including a voluminous number of litigated ma

Approval/Disapproval (attach documentation):

- ☐ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: ANGELO D'ANGELO	Digitally signed by ANGELO D'ANGELO Date: 2022.03.24 14:59:53 -04'00'	Date: March 24, 2022
Supervisor's Signature: RUSSELL SWAN	Digitally signed by RUSSELL SWAN Date: 2022.03.28 14:08:19 -04'00'	Date: March 28, 2022
AA/RA (or designee) Signature:		Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Sharon D. Kenny	Job Title & Grade: Environmental Engineer GS-13 Step 8
AAship/Region and Division: Region 3	Address of Official Agency Worksite: 1650 Arch Street Philadelphia PA 19103
Employee's Work Phone: 215-814-3417	Employee's Work E-mail Address: kenny.sharon@epa.gov
First-line Supervisor: Harry T. Daw	First-line Supervisor's Work Phone: 215-814-3244
Proposed Start Date: To be determined	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>24JAN2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

All my work is portable.

The nature of my duties (please see below for a detailed description of my Work Assignments and Responsibilities; also attached) is entirely computer-based, therefore, the specific locale of my work office is inconsequential to my effectiveness; as long as I have a computer, internet access, and a room set up as an office, I can work from anywhere in the world.

My work assignments and tasks are more effectively performed at a remote work location (RWL), as I provide a better customer service thanks to a lack of disruptions to communication with internal or external customers (e.g., public, state and local entities, industry, stakeholders). I never require access to in-office resources; and my position does not require in-person interface with management officials or other colleagues.

Approval/Disapproval (attach documentation):

☐

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature: SHARON KENNY <small>Digitally signed by SHARON KENNY Date: 2022.01.31 19:55:06 -05'00'</small>	Date: April 10, 2022
Supervisor's Signature: HARRY DAW <small>Digitally signed by HARRY DAW Date: 2022.06.17 08:28:01 -04'00'</small>	Date:
AA/RA (or designee) Signature:	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: James Kline	Job Title & Grade: Physical Scientist/ GS-14
AAship/Region and Division: EPA Region 3/ ECAD	Address of Official Agency Worksite: EPA-Wheeling 303 Methodist Building 11th and Chapline Street
Employee's Work Phone: (304) 234-0263	Employee's Work E-mail Address: kline.james@epa.gov
First-line Supervisor: Stacie Pratt	First-line Supervisor's Work Phone: (215) 814-5173
Proposed Start Date: Immediately	If Temporary, Proposed End Date: N/A
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available): (304) 234-0263
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>April 6, 2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

<p>Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:</p> <p>My primary role is to conduct inspections and field audits at remote locations on a regular basis within the region. My duties and responsibilities make me the ideal candidate for 100% remote work. As a seasoned skilled Inspector, it is vital to be well organized, prepared and remain flexible to be successful. To work 100% remotely, one must be adequately resourced. I have all of the essential equipment (laptop, desktop, scanner, printer, cell phone) and high speed internet service. All of my assigned work has been 100% portable.</p>	
<p align="center">Ex. 6 Personal Privacy (PP)</p>	
<p>Ex. 6 Personal Privacy (PP) I am prompt to reply to all e-mails. I am a punctual individual and seldom late ever attending training, Team meetings, answer Team calls and phone calls all while working remotely. I am effective in scheduling and attending scheduled national work group meetings and section huddles all from an alternate work location. I have a proven record of nearly ten years of distinctive performance all while working without direct supervision (in that my supervisor was in Philadelphia) and I was either working from the field, Field Office or home office.</p>	
<p>Approval/Disapproval (attach documentation):</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Disapproved (cite reason(s) below)</p>	
<p>Employee's Signature:</p> <p align="center">James Kline</p> <p><small>Digitally signed by James Kline Date: 2022.04.28 17:32:58 -04'00'</small></p>	<p>Date:</p> <p align="center">4/28/2022</p>
<p>Supervisor's Signature:</p> <p align="center">STACIE PRATT</p> <p><small>Digitally signed by STACIE PRATT Date: 2022.05.17 10:55:10 -04'00'</small></p>	<p>Date:</p>
<p>AA/RA (or designee) Signature:</p>	<p>Date:</p>
<p>Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.</p>	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Due to the nature of my work, I work heavily with the state and EPA HQ, performing data analysis via my EPA issued computer, and coordinating through calls/virtual meetings and email. This can be performed as effectively from the remote work location as from the Official Agency worksite.

Database QA/QC - Historical Data Clean Up of the Inspections - Database Forensics: Data collection for these efforts are accomplished through data pulls from EPA's websites/databases. Findings/issues are written up via Microsoft Word and sent to the appropriate staff in ECAD or WD via email for follow up or input as a ticket to the EPA HQ ICIS Help Desk.

Targeting: Creating queries and analyses using data from ICIS-NPDES and other databases/tools to help target for inspections, etc. There are both annual and quarterly targeting efforts (and some ad hoc). Data collection is accomplished through data pulls from EPA's websites/databases and state websites or via requests sent through email. Once the data is collected, I use standard software (excel, etc.) available via my EPA issued computer to conduct the analyses and prioritize targets. Once the targets are compiled, I send them to the state coordinators, team leads, management, and states via email to vet. When the targets are finalized, I keep a spreadsheet of the results for future targeting efforts, which is shared with the team at EPA via MS Teams and the states via email.

Annual Data Metric Analysis: This is done for each state on an annual basis. The pulls are through EPA's ECHO website and I send the results to the state coordinators for discussion with the states via email. These are a part of the State Review Framework as well.

Quarterly Enforcement Meetings: These are held virtually with each state. The state coordinators coordinate these calls and I take part in them for the specific agenda item on data/eRule implementation. Sometimes these are held in person, but rarely. They might be held in person at most once per year in order for new management to meet with the state counterparts. I would not necessarily need to attend these in person, typically they are held at the state agency offices and there are call in options available for those that cannot attend in person.

Review of 106 Related Documents: The Water Division requests review and comments throughout the year via email and I respond via email.

NPDES Electronic Rule Coordination: Tracking state implementation of the eRule. Updates are provided/received through the quarterly enforcement meetings as well as via email. Attend HQ Workgroups on the topic virtually.

Prior to COVID, Section Meetings typically had the option to call in/attend virtually for those that were teleworking, therefore I will be able to call in to those as well.

I participate in the following Workgroups, all of which are organized by EPA HQ and many of which include state participants. All of them are held virtually:

NPDES Noncompliance Reports (NNCR) WG

ICIS User Meetings

eRule Regional Monthly Meetings

SNC Subgroup on Data Quality and DMR Nonreceipt

SNC Subgroup on Effluent Violations

National Targeting Center (NTC) Action Team

NTC Community of Practice (CoP)

There are some annual type conferences and meetings that I would attend periodically (not all of them every year), but these are not held in the Philadelphia office and therefore would require some travel regardless of whether I worked from the RWL or the Official Agency worksite. To attend these, I would not need to pick up anything from the Official Agency worksite, but I am close enough that I could easily come in to pick up a GSA car if needed. Many of these meetings are held in different locations each year not necessarily within driving distance of Region 3.

Mentoring/Training Opportunities: Typically held outside of the Official Agency worksite. Most have a virtual option, but there are some that require in person attendance (less than once per year in person)

States Meeting - Held within one of the R3 states, once per year in person (I would probably attend this each year and likely present at it as in years past)

Exchange Network Meeting: Held annually, state unknown, I have presented and hosted a session at this event in the past (I do not attend this every year)

Federal ESRI GIS Conference: Held annually in DC, learn the latest GIS technologies (I do not attend this every year)

EPA GIS Meeting: Held annually in NC. They usually have an in person option as well as virtual (I do not attend this every year)

EPA-AFGE Remote Work Application/Agreement
Attachment 2

February 24, 2022

Dear Dr. Forman,

I currently serve as the FIFRA Grants Coordinator in the Land, Chemicals, and Revitalization, Division's Chemicals Safety Program Branch. Since March 2020, the beginning of EPA's COVID-19 quarantine period, I have effectively and efficiently performed my role remotely via maximum telework. For example, I have successfully transferred all my work duties to virtual platforms such as SharePoint, Microsoft Teams, and the FIFRA Grants database. The utilization of these platforms has allowed me and my peers to effectively communicate and collaborate among ourselves as well as with management. I have maintained a high level of work quality comparable and even surpassing the efficiency of my work within worksite settings.

I have used my own workspace at my residence to successfully to accomplish my day-to-day work. My workspace meets the EPA safety requirements and is equipped with reliable internet and phone connections. Additionally, I have access to all the necessary agency systems and tools needed to accomplish my work.

EPA's mission is to *protect human health and the environment*. Approval of my request to work remotely will help further the Agency's mission by creating a positive environmental impact. Work from home reduces greenhouse emissions and positively impacts air quality. This directly aligns with the EPA's mission and advances the Agency's Strategic Plan goals, such as Goal 1: "Tackle the Climate Crisis" by reducing emissions that cause climate change; Goal 4: "Ensuring Clean and Healthy Air for All Communities" by improving air quality and reducing localized pollution and health impacts; and Goal 7: "Ensure Safety of Chemicals for People and the Environment" by promoting pollution prevention.

Furthermore, my remote work will ensure continuity of operations, not just during the pandemic, but during any challenging times. Remote work will enable me to provide service without disruption and aid social distancing efforts in the building.

For the reasons stated above and many more, I strongly believe that I can continue to advance EPA's mission and goals through my role while working remotely. Thank you in advance for your consideration of this remote work location request.

Sincerely,

Marilyn Fragé

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: WANDA JOHNSON	Job Title & Grade: Sr. GRANTS PROJECT OFFICER; GS-13
AAship/Region and Division: R3 SEMD	Address of Official Agency Worksite: FOUR PENN CENTER; 1600 J.F.K. BLVD. PHILA., PA 19103
Employee's Work Phone: 215-814-3249	Employee's Work E-mail Address: johnson.wandaf@epa.gov
First-line Supervisor: SUSIE CHUN	First-line Supervisor's Work Phone: 215-814-2469
Proposed Start Date: JULY 31, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: 215-814-3249	Alternate Phone Number (if available): <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>
Request: Check one: <input type="checkbox"/> New Request <input checked="" type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>7/18/19</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

See 4-page attachment for list of duties with specifics of the work itself in addition to a detailed response to the following:

- How all my duties can be effectively performed remotely
- How approval of this request will not diminish the agency's ability to accomplish its mission and meet its operational goals.
- Also, if you have any regular meetings that you are expected to attend in person or you have to access hard copy files or collect mail in person, then please also account for the frequency and estimated cost to travel into the office for those situations.
- Also, project how often expect to come into the office and estimate the cost. Remote employees do not get a transit subsidy but their travel into the office is considered travel.

Approval/Disapproval (attach documentation):

☐

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature: WANDA JOHNSON	Digitally signed by WANDA JOHNSON Date: 2022.07.21 18:11:39 -04'00'	Date:
Supervisor's Signature: SUSIE CHUN	Digitally signed by SUSIE CHUN Date: 2022.07.26 10:28:14 -04'00'	Date: 7/26/2022
AA/RA (or designee) Signature:		Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

As a Government Information Specialist in the FOIA Branch, I serve as a FOIA Project Manager processing FOIA requests and a Search Point of Contact (SPOC) for Region 3 for eDiscovery Division (EDD) centralized email searches for FOIA requests and an alternate SPOC for Discovery requests. Incoming FOIA requests are assigned via the FOIAonline system. I am responsible for identifying subject matter experts (SME) and guiding them through the FOIA process. This includes working with the SME(s) to identify potentially responsive records, assisting in the review of these records, including redaction (via Adobe Pro & Relativity) and, coordinating a supervisory and attorney review of these records, uploading all responsive records to the FOIAonline system, and completing all administrative documentation. All these duties are performed electronically. Documentation includes an approval checklist, cost worksheet, and any letters or other email correspondence necessary throughout the life of the request. All documentation is in electronic form. I also communicate on a continuing basis with the requester via email or phone re: clarification and request status. I am a Super User in Relativity, the system used for the review of electronic records, emails and attachments when these types of documents are necessary as part of a FOIA response or Legal Discovery. The records are collected and placed in a Relativity workspace accessible from anywhere via VPN connection. I oversee the process of search request submittal, collection, workspace preparation, review, and training (when necessary) for the entire lifecycle of the workspace. Not only will remote work not diminish my ability to fulfill our mission, but it enhances my ability as it provides a quiet space for focus, particularly during intense document review sessions.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Monica Crosby	Job Title & Grade: Physical Scientist, GS-11
AAship/Region and Division: Region III, ECAD	Address of Official Agency Worksite: 701 Mapes Road, Ft. Meade, MD 20755
Employee's Work Phone: (410) 305 -2930	Employee's Work E-mail Address: Crosby.Monica@epa.gov
First-line Supervisor: Peter Gold	First-line Supervisor's Work Phone: (215) 814 - 5236
Proposed Start Date: 3/31/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3/1/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I am requesting to work remotely with the exception of performing mission critical inspections.

Almost 2 years ago in May of 2020, I was on-boarded to the EPA in the midst of an agency-wide transition to maximum telework. Two years have passed working entirely remote.

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Aside from in the field inspections, all of my work has been conducted from my EPA laptop with no issue. My job duties include assisting with targeting for NPDES inspections, performing an array of GIS analyses for colleagues and marketplace opportunities, writing inspection reports, issuing/reviewing Information Request Letters, and case development/oversight. All of these tasks are performed from my computer. When it comes to case

Approval/Disapproval (attach documentation):

☐

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature:

Crosby, Monica

Digitally signed by Crosby, Monica
Date: 2022.03.01 12:41:52 -05'00'

Date:

3/1/2022

Supervisor's Signature:

Richard A. Rogers

Digitally signed by Richard A.
Rogers
Date: 2022.04.03 13:25:47 -04'00'

Date:

4/3/2022

AA/RA (or designee) Signature:

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: MARK N. GOLDSTEIN	Job Title & Grade: INFO TECHNOLOGY SPEC., GS-2210-13
AAship/Region and Division: EPA R3, INFO MGT & CUST SVCE SECTION	Address of Official Agency Worksite: https://intranet.epa.gov/r3intran/
Employee's Work Phone: 215-814-5347	Employee's Work E-mail Address: GOLDSTEIN.MARK@EPA.GOV
First-line Supervisor: DWIGHT A. RACHUBA, JR.	First-line Supervisor's Work Phone: 215-814-5336
Proposed Start Date: 2/1/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; text-align: center;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; text-align: center;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available): <div style="border: 1px dashed black; padding: 2px; text-align: center;"> Ex. 6 Personal Privacy (PP) </div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>7/16/2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Internet access via secured wifi network, ISP is Fios (Fiber Optic Service) by Verizon. Home office is quiet and conducive to work (see Telework Self-Certification Safety Checklist). Connection to EPA Virtual Private Network (VPN) and any one of the servers in the Citrix server farm along with Microsoft Teams (for the audio and video connection to the customer) and Bomgar Representative Console (to take control of a customer's network session) enables me to provide the full range of support functions that I can provide when in the office. In the course of a workday, I may be called upon to determine why customers cannot access their databases, to design a report from data that customers need to manage their program, to install or update software that customers need to do their jobs, to design and deploy database applications according to customers' specifications, and to teach customers how to use features of our network and our software to successfully accomplish their duties. All of the features of my home office, of Region 3's intranet, and of the Agency's network (that I have listed above) enable me to do my part in accomplishing the Agency's mission fully and successfully from my RWL.

Approval/Disapproval (attach documentation):

- ☐ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: MARK GOLDSTEIN	Digitally signed by MARK GOLDSTEIN Date: 2022.01.31 12:55:02 -05'00'	Date:
Supervisor's Signature: DWIGHT RACHUBA	Digitally signed by DWIGHT RACHUBA Date: 2022.02.07 14:09:12 -05'00'	Date:
AA/RA (or designee) Signature:		Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Employee Schedule Request

Empl ID

00028091

Name

Tiffany Gillespie

Department

0000006380

Employee Type

Workflow Status

In Approval Process

EPA Organizational Code

S0AGA000

Request Id

65595

Request Date/Time

03/01/22 8:32AM

Job Standard Hours

80.00

Schedule Details

Existing schedule					Future schedule						
Current Schedule Group		EPAF06		Current Effdt		08/04/2019		Effective Date		03/13/2022	
Current Schedule ID		EPAF06S00469						Schedule Group		EPAF06EPA FT FWS - Maxiflex Sch Grp	
								Schedule ID		EPAF06S02804Schedule Flex Type	
										Week 1	
Day 1 (Sun)	0.00	Start Time	End Time						Day 1 (Sun)	0.00	Start TimeEnd Time
Day 2 (Mon)	8.00	Start Time	9:00:00AM	End Time	5:00:00PM			Day 2 (Mon)		8.00	Start Time8:00:00AMEnd Time4:00:00PM
Day 3 (Tue)	8.00	Start Time	9:00:00AM	End Time	5:00:00PM			Day 3 (Tue)		8.00	Start Time8:00:00AMEnd Time4:00:00PM
Day 4 (Wed)	8.00	Start Time	9:00:00AM	End Time	5:00:00PM			Day 4 (Wed)		8.00	Start Time8:00:00AMEnd Time4:00:00PM
Day 5 (Thu)	8.00	Start Time	9:00:00AM	End Time	5:00:00PM			Day 5 (Thu)		8.00	Start Time8:00:00AMEnd Time4:00:00PM
Day 6 (Fri)	8.00	Start Time	9:00:00AM	End Time	5:00:00PM			Day 6 (Fri)		8.00	Start Time8:00:00AMEnd Time4:00:00PM
Day 7 (Sat)	0.00	Start Time	End Time						Day 7 (Sat)	0.00	Start TimeEnd Time
										Week 2	
Day 8 (Sun)	0.00	Start Time	End Time						Day 8 (Sun)	0.00	Start TimeEnd Time
Day 9 (Mon)	8.00	Start Time	9:00:00AM	End Time	5:00:00PM			Day 9 (Mon)		8.00	Start Time8:00:00AMEnd Time4:00:00PM
Day 10 (Tue)	8.00	Start Time	9:00:00AM	End Time	5:00:00PM			Day 10 (Tue)		8.00	Start Time8:00:00AMEnd Time4:00:00PM
Day 11 (Wed)	8.00	Start Time	9:00:00AM	End Time	5:00:00PM			Day 11 (Wed)		8.00	Start Time8:00:00AMEnd Time4:00:00PM
Day 12 (Thu)	8.00	Start Time	9:00:00AM	End Time	5:00:00PM			Day 12 (Thu)		8.00	Start Time8:00:00AMEnd Time4:00:00PM
Day 13 (Fri)	8.00	Start Time	9:00:00AM	End Time	5:00:00PM			Day 13 (Fri)		8.00	Start Time8:00:00AMEnd Time4:00:00PM
Day 14 (Sat)	0.00	Start Time	End Time						Day 14 (Sat)	0.00	Start TimeEnd Time

Request History			
		Find First 1 of 1 Last	
Workflow Action	Name	Action Date	Comment
Submitted	Tiffany Gillespie	03/01/2022	This request is more reflective of my current, average times and is a change of 1 hour from my previous schedule.

Approval Chain Status

TRANSACTION_NBR=65595:Pending

Approval Chain Status

Pending

PRICE

Uses Supervisor ID



Appendix B – EPA Remote Work Self-Certification Safety Checklist

	Select a Response	Comments
1. Is the space free of asbestos material?	Yes	
2. If NO, is the asbestos undamaged and in good condition?	Yes	
3. Does the space appear to be free of indoor air quality problems?	Yes	
4. Is the workspace free from excess noise?	Yes	
5. Is water available and drinkable in the space?	Yes	
6. Is ventilation adequate?	Yes	
7. Is a bathroom available with hot and cold running water?	Yes	
8. Are there handrails for stairs with more than 3 steps?	Yes	
9. Are circuit breakers/fuses in the electrical panel labeled as to intended service?	Yes	
10. Do circuit breakers clearly indicate if they are opened or closed?	Yes	
11. Is electrical equipment free of recognized hazards that would cause physical harm (for example, frayed wires, bare conductors, loose wires, exposed wires fixed to the ceiling, a rat's nest of plugs in a single outlet and so on)?	Yes	
12. Will the building's electrical system permit the grounding of electrical equipment?	Yes	
13. Are aisles, doorways, and corners free of obstructions to permit visibility and movement?	Yes	
14. Do file cabinets and storage closets open so they do not obstruct walkways?	Yes	
15. Do chairs have stable and secure wheels/casters?	Yes	
16. Are rungs and legs of chairs stable and sturdy?	Yes	
17. Are the phone lines, electrical cords and extension wires safely secured?	Yes	
18. Is the office free of combustible materials?	Yes	
19. Is there adequate electrical lighting to accomplish the work assignments?	Yes	
20. Are floors surfaces clean, dry, and level?	Yes	
21. Are carpets well secured to the floor and free of frayed or worn seams?	Yes	
22. Are there any other known safety issues that should be addressed for this workspace?	Yes	

This checklist is designed to assess the overall safety of the Remote Work Location and must be completed and given to your supervisor with your Remote Work Agreement. Signing this form does not guarantee that the RWL is hazard free but does verify that the employee has made a reasonably careful inspection for potential hazards. Employees are responsible for informing their supervisors of any changes to their RWL that could impact the health and safety of the employee and others.

Employee Signature Gillespie, Tiffany Digitally signed by Gillespie, Tiffany
Date: 2022.04.04 09:39:26 -04'00'

Supervisor Signature Price, Karyn Digitally signed by Price, Karyn
Date: 2022.04.04 21:10:48 -04'00'

[Print this certificate](#)[Close this window](#)

Explanation of Duties

During the past two years of the COVID-19 pandemic, I have been able to perform all of the same duties from my Remote Work Location (RWL) as I had been performing at the Official Agency worksite. Due to available technology and current guidance regarding electronic storage & retainage of files via the EPA Acquisition System (EAS), there are no concerns about accomplishing work, communicating effectively, and maintaining files, while working remotely.

Results Driven/Program Results: Achieves organizational/program and individual goals and objectives consistent with the EPA Strategic Plan and/or other office operating plan.

My primary duties include performing pre award and post award contract actions. These actions include, but are not limited to, issuing and managing task orders under the Remedial Action Framework (RAF) suite of contracts and performing administrative duties for Remedial Action Contracts (RACs). These duties can all be performed from my RWL.

The three (3) RAF contract suites include Design and Engineering Services (DES), Environmental Services and Operation (ESO) and Remedial Environmental Services (RES). Some pre award and post award activities for RAF consist of procurement planning, reviewing task order packages, issuing solicitations, modifications and task orders. All documentation for these actions can be filed and maintained electronically in EAS.

In addition, I have continued to provide support to other Contracting Officers and Program Support Staff, for RAF projects and RAC administration, through collaboration and participation in procurement planning meetings with team members and other stakeholders.

Business Acumen/Process Management: Acquires, organizes, manages and/or leverages available human, financial, material and information resources to efficiently produce high-quality results which accomplish strategic goals and organizational/program objectives.

The RAF process requires extensive procurement planning and collaboration through Integrated Project Teams that include staff from Program Offices, Contracts and Regional Counsel. For each task order, an Integrated Project Team or IPT, is created and normally meets biweekly. A significant amount of interaction and cooperation among all IPT members is essential for the completion of RAF task orders. In addition, participation in RAF huddles is considered an important part of the process, in which IPT members provide updates to management and other stakeholders.

As evidenced in my most recent PARS Plan, while working remotely, I have been able to communicate effectively with team members and work efficiently to complete actions. I have received positive customer feedback regarding timely customer responses to concerns and questions. Furthermore, I have provided contracting guidance to colleagues, participated as the lead for RAF R3 Contracts biweekly group meetings, and offered suggestions to section chiefs.

While working remotely, I have successfully completed pre and post award RAF contract actions that include issuing and/or managing nine (9) DES task orders and eight (8) ESO task orders, with values of up to \$12 million. Four (4) of the ESO task orders include multiple sites (multi-

site), for oversight support, field-services support and sampling support. These multi-site task orders require extensive post award management due to the complexity and the nature of task orders that contain multiple sites.

Currently, I am working on pre award RAF contract actions for three (3) new DES task orders and one (1) new ESO task order. Also, I am assisting new employees with their assigned RAF duties, and I continue to provide assistance to other RAF Contracting Officers and Superfund customers. I collaborate daily with Program Office customers to provide feedback and work on solutions to achieve results, within procurement action lead times.

My duties also include performing post award actions for RACs. These actions consist of, but are not limited to, processing contract and work assignment deobligations for excess funds, issuing contract modifications and performing close-out procedures.

While working remotely, I have provided post award administration of two (2) RACs (Tetra Tech Inc. Contract EP-S3-07-04 and HGL Inc. Contract EP-S3-07-05), valued at approximately \$55 million and \$63 million, respectively. I was recently assigned another RAC (CDM Smith Inc. Contract EP-S3-07-05), valued at approximately \$54 million and I will continue to provide post award administration, for all three (3) RACs.

Leading Change/Change Management: Effectively initiates and/or manages organizational/program change.

I have continued to work effectively with colleagues and customers to find solutions to ongoing contractual issues through collaborative efforts, while also providing guidance on contractual procedures & processes.

Managing RAF projects and RAC post award work, requires effectively working with internal and external customers to address and resolve issues. This work involves constant interaction with various Program Offices and new staff, as well as with contractors, to obtain results and reach solutions regarding contract terms and conditions. While working remotely, I have maintained collaborative efforts with my colleagues and I have continued to offer help to new Project Officers and Remedial Program Managers, when RAF and RAC projects are assigned.

I am readily available to attend meetings with managers and other colleagues, to discuss alternatives and/or to provide solutions, while supporting Agency goals with Superfund projects.

Conclusion: As demonstrated above, my work is considered portable and EPA has provided sufficient tools necessary to complete this work effectively, while working remotely. I will ensure that I continue to perform work efficiently through the use of available technology, increased communication & collaboration with my colleagues and maintaining regular meetings with my supervisor.

Finally, working remotely will result in a cost benefit to EPA and will have a positive impact on the environment through a reduction in traveling and the use of less office space.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: John Banks	Job Title & Grade: Environmental Engineer/GS-13
AAship/Region and Division: Region 3/SEMD	Address of Official Agency Worksite: 1650 Arch Street, Philadelphia, PA 19103
Employee's Work Phone: 215-814-3214	Employee's Work E-mail Address: banks.john-d@epa.gov
First-line Supervisor: Kristine Matzko	First-line Supervisor's Work Phone: 215-814-5719
Proposed Start Date: 04/24/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available): <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>07/17/2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

See Attachment

Approval/Disapproval (attach documentation):

☐

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature:

Banks, John-D

Digitally signed by Banks, John-D
Date: 2022.03.22 17:33:52 -04'00'

Date:

03/22/2022

Supervisor's Signature:

KRISTINE MATZKO

Digitally signed by KRISTINE
MATZKO
Date: 2022.03.30 16:31:20 -04'00'

Date:

3/30/2022

AA/RA (or designee) Signature:

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

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Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Attachment 1

Pam McCray - Job Duty Chart

Job Duty Description	How Work is Received	How Work is Performed
FOIA Project Manager	Via the FOIAonline platform; FOIA requesters submit requests on the website. These requests are received at the National FOIA Office, then sent to the Region. The FOIA Officer assigns the request are made in FOIAonline.	Assigned FOIA requests are sent by the FOIA Project Manager via email to the Division for Subject Matter Expert (SME) assignment. SME is responsible for identifying and collecting potentially responsive records. Project Manager assists with search using Superfund Website, Superfund & Emergency Management System (SEMS) and Integrated Compliance Information System (ICIS). Project Manager is responsible for requester communication via email or phone; document redaction via Adobe Pro or Relativity; document saving on the L: Drive, Excel or pdf document upload to FOIAonline; and administrative Excel cost spreadsheet creation; pdf approval checklist completion; and drafting of all necessary letters in Word to be signed digitally using Adobe. Project Manager also answers any questions regarding the request or the response process. All issues are resolved via phone, email, or Microsoft TEAMS.
<u>Non-FOIA</u> PACER, Westlaw, Credentials Certification & Bankcard	<p>PACER (legal research service): quarterly bills are received via email.</p> <p>Westlaw (legal research service): requests to add new Region 3 users come via email from program supervisors, ORC Deputies or those oversee who ORC fellows and law clerks. Request to retrieve usernames and reset passwords come from lawyers and program staff via email or phone/Teams.</p> <p>Credentials Certification: requests to verify academic qualifications for regional staff who are required to testify or appear in court come from case attorney via email.</p> <p>Bankcard: requests for purchases come via email and may be discussed via phone/Teams.</p>	<p>PACER: bills are received via email and then need to be verified. This can be done by accessing PACER website and viewing actual research performed by attorneys. May need to coordinate with attorney, supervisor or Deputy via phone, Teams or email.</p> <p>Westlaw: use Westlaw website to add new users and to retrieve usernames and reset passwords. Coordination with users done via email and phone/Teams.</p> <p>Credentials Certification: use National Student Clearinghouse to verify schools attended, degrees awarded and dates. Coordination with attorney and/or staff member done via email and phone/Teams.</p> <p>Bankcard: purchases made via phone. Records kept and maintained via PC.</p>

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ATTACHMENT A

EXPLAIN HOW YOU CAN PERFORM ALL OF YOUR DUTIES AS EFFECTIVELY FROM RWL AS FROM THE OFFICIAL AGENCY WORKSITE, AND HOW APPROVAL OF THIS REQUEST WILL NOT DIMINISH THE AGENCY'S ABILITY TO ACCOMPLISH ITS MISSION AND MEET ITS OPERATIONAL GOALS

EXPRESSION OF INTEREST

I am writing to express my intention of applying for remote work to report to the U.S. Environmental Protection Region III, Water Division, Clean Water Branch, Permits Section. It is my understanding that my experience in promoting teamwork through collaboration and problem solving, which have resulted in effective and productive teams and quality products in high paced environments, will be highly relevant to this remote work environment. I have demonstrated experience working remotely, effectively, and efficiently on technical, legal, and policy issues to implement the Clean Water Act and manage the National Pollutant Discharge Elimination System program since March 2021. I have demonstrated experience working remotely, effectively, and efficiently on response and recovery efforts to implement the Stafford Act and manage environmental programs, such as, but not limited to, the Clean Water Act, Safe Drinking Water Act, and Resource Conservation and Recovery Act programs from February 2020 to February 2021. I have prepared and improved in eager anticipation for continuing to work remotely, effectively, and efficiently to help develop policies, strategies, and guidance; provide oversight activities, and; develop model approaches for the optimization of the National Pollutant Discharge Elimination System Program.

Since 2010, I have served as an Environmental Engineer for Region III, Sustainability Advisor for Region II, Water Advisor for Region II, Strategic Integration Analyst for Region II, International Affairs Advisor for Region IV, Data Analyst for Research Triangle Park, and Rulemaking Implementation Coordinator for the Office of Wastewater Management.

The National Pollutant Discharge Elimination System Program is one of the fundamental building blocks for clean water in the U.S., and I have been using it to great advantage to improve water quality and secure tangible environmental results. As an Environmental Engineer for Region III, I have managed the review of permits for various point source categories and worked with the Mid-Atlantic States programs to reduce their permit backlog by identifying resource constraints, establishing deliverables and timeframes, and coordinating with permitting authorities to ensure their permits conform to environmental laws.

Writing regulations is one of the U.S. Environmental Protection Agency most significant tools to protect the environment. As an Environmental Engineer for Region III and Rulemaking Implementation Coordinator for the Office of Wastewater Management, I have worked on high profile development and review assignments by using sound judgment when facilitating discussions and making decisions with internal and external stakeholders and counterparts to develop, implement, interpret, and communicate rulemaking, policies, procedures, regulations, program research, need assessment, and policy analysis to agree upon and issue final rules and responses in the Mid-Atlantic States and across the U.S.

ATTACHMENT A

Diplomacy is one of the best ways to protect people. The U.S. uses diplomacy with other nations to successfully deal with many challenges that cross national boundaries and affect people. As an International Affairs Advisor for Region IV, I have had the unique opportunity to use my bilingualism, in English and Spanish, to work with the U.S. Agency for International Development and the Office of International and Tribal Affairs to address environmental challenges and advance U.S. foreign policy in the Caribbean, Central and South America by traveling to those locations to provide technical assistance in developing, implementing, and enforcing environmental laws.

In the last several years, Puerto Rico and its people have faced several natural disasters and hardships from two powerful hurricanes, Irma and Maria, and an earthquake. These disasters left devastation in their wake, requiring concerted efforts and organization to clean up and recover. As a Sustainability Advisor and a Water Advisor for Region II and the U.S. Department of Homeland Security Federal Emergency Management Agency, I facilitated disaster recovery coordination and collaboration between a variety of public and private stakeholders and agency counterparts. I provided senior leadership with recovery assessment findings and recommendations to develop and implement an integrated resource management process for greater recovery effectiveness. I was able to identify federal funding streams to leverage solutions, maximize benefit, help prevent recovery delays, resolve conflicts, help eliminate possible duplication of federal assistance, and translate recovery requirements into specific and highly complex project plans consistent with recovery and environmental laws.

I keep building on a results-first approach, set an example of both professionalism and environmental stewardship, serve the public with ethics and integrity, embrace and value diversity and inclusion, and treat everyone with fairness, equality, equity, and respect.

I would like to express my appreciation for reviewing and considering my remote work application and agreement. I am looking forward to continuing my improvement and contributions to the U.S. Environmental Protection Agency and to discussing my remote work application and agreement with the Permits Section.

ATTACHMENT A

CURRENT AND FUTURE REMOTE WORK AREA AND PERFORMANCE DESCRIPTION

- I am doing my best work.
- I am completing assignments on time.
- I am pitching in to help when the pressure is on.
- I am offering new ideas.
- I am volunteering for projects.
- I am working independently without the need for close supervision.
- I am keeping my supervisor informed about what I am working on and what I have accomplished.
- All aspects of the work that I do can be effectively performed from an alternative worksite.
- My schedule works for me, my manager, my coworkers, and my customers.
- The quality and quantity of my work is up to my manager's expectations.
- My duties include sufficient "portable" work for the amount of telework being proposed.
- I have the ability to work independently, without close supervision.
- I am comfortable with technology needed (if any) to telework.
- I have good communication with my supervisor, coworkers, and customers that will enable a relatively seamless transition from my official site to my alternative site.
- I have sufficient telework office space at my alternative location in order to get work done.
- My work area is safe and meets all agency telework policy requirements for safety.
- Dependent care arrangements (e.g., childcare, elder care, or care of any dependent adults) are in place because I recognize that I may not use telework as a means for dependent care.
- I have the ability to be flexible about the telework arrangement in order to respond to the needs of my supervisor, workgroups, and the workload.

ATTACHMENT A

REMOTE WORK PERFORMANCE PROPOSAL

- **Technical Competence** - Continue to remotely use knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; work to understand and evaluate technical information related to the job; advise others on technical issues.
- **Education and Training** - Continue to remotely provide teaching, training, research, making presentations, lecturing, testing, and other instructional methods.
- **Decision-Making** - Continue to remotely make sound, well-informed, and objective decisions; perceive the impact and implications of decisions; commit to action, even in uncertain situations, to accomplish organizational goals; cause change.
- **Interpersonal Skills** - Continue to remotely show understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develop and maintain effective relationships with others; relate well to people from varied backgrounds and different situations; be aware to cultural diversity, race, gender, disabilities, and other individual differences.
- **Oral and Written Communication** - Continue to remotely express information (for example, ideas or facts) to individuals or groups effectively, orally and in writing, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); make clear and convincing oral presentations; listen to others, attend to nonverbal cues, and respond appropriately; write in a clear, concise, organized, and convincing manner for the intended audience.

ATTACHMENT A

DUTIES AND RESPONSIBILITIES

1. **New Staff Training Team** - Continue to remotely implement a strategic human resource plan concerning accommodation, retention, career development, and succession by providing mentoring, coaching, and training for new staff on policies and procedures to manage workload, deadlines, efficiency, efficacy, consistency, and consensus, and using data management systems and communication tools to ensure that permits conform to environmental laws.
2. **Permits Section Monthly Meeting** - Continue to remotely provide lessons learned, value added, outstanding issues, and actions taken by using data management systems and communication tools to ensure that permits conform to environmental laws.
3. **ELMS Hurdle Weekly Meeting** - Continue to remotely provide lessons learned, value added, outstanding issues, and actions taken by using data management systems and communication tools to ensure that permits conform to environmental laws.
4. **CSO Team Weekly Meeting** - Continue to remotely assist the Sector Lead to review NPDES permits for municipal discharges by using data management systems and communication tools to ensure that permits conform to environmental laws.
5. **PADEP NPDES Core Permit Weekly Meeting** - Continue to remotely help coordinate weekly meetings among peers, assign workload, discuss permit reviews, discuss related tasks, and provide feedback on tasks performed by using data management systems and communication tools to ensure that permits conform to environmental laws.
6. **CWA § 316 Biweekly Team Meeting** - Continue to remotely coordinate biweekly meetings among peers, assign workload, discuss permit reviews, discuss related tasks, and provide feedback on tasks performed by using data management systems and communication tools to ensure that permits conform to environmental laws.
7. **CAFO Team Weekly Meeting** - Continue to remotely coordinate weekly meetings among peers, assign workload, discuss permit reviews, discuss related tasks, and provide feedback on tasks performed by using data management systems and communication tools to ensure that permits conform to environmental laws.
8. **Ag Team Biweekly Meeting** - Continue to remotely provide technical assistance to perform and develop the Mid-Atlantic States Ag Assessments by using data management systems and communication tools to ensure that written reports conform to environmental laws.
9. **Mining Weekly Meeting** - Continue to remotely provide lessons learned, value added, outstanding issues, and actions taken by using data management systems and communication tools to ensure that permits conform to environmental laws.

ATTACHMENT A

10. **PADEP NPDES Mining Monthly Meeting** - Continue to remotely coordinate monthly meetings between EPA and PADEP to discuss lessons learned, value added, outstanding issues, and actions taken by using data management systems and communication tools to ensure that permits conform to environmental laws.
11. **National CAFO Bimonthly Meeting** - Continue to remotely coordinate Region 3's progress and status reports and comments and recommendations on National issues and challenges by using data management systems and communication tools to ensure that written reports conform to environmental laws.
12. **National CWA § 316 Monthly Meeting** - Continue to remotely coordinate Region 3's progress and status reports and comments and recommendations on National issues and challenges by using data management systems and communication tools to ensure that written reports conform to environmental laws.
13. **National Nutrients Monthly Meeting** - Continue to remotely coordinate Region 3's progress and status reports and comments and recommendations on National issues and challenges by using data management systems and communication tools to ensure that written reports conform to environmental laws.
14. **WQBELs for Nutrients** - Continue to remotely assist the State Leads to review NPDES permits for municipal and industrial discharges by using data management systems and communication tools to ensure that permits conform to environmental laws.
15. **Chesapeake Bay TMDL** - Continue to remotely assist the State Leads to review NPDES permits for municipal and industrial discharges by using data management systems and communication tools to ensure that permits conform to environmental laws.
16. **Effluent Limitations Guidelines and Standards** - Continue to remotely assist the State Leads to review NPDES permits for industrial discharges by using data management systems and communication tools to ensure that permits conform to environmental laws.
17. **2015 CCR Rule** - Continue to remotely assist the State Leads to review NPDES permits for industrial discharges by using data management systems and communication tools and coordinating responses with LCRD to ensure that permits conform to environmental laws.
18. **2014 Cooling Water Intake Infrastructure Rule** - Continue to remotely assist the State Leads to review NPDES permits for industrial discharges by using data management systems and communication tools to ensure that permits conform to environmental laws.
19. **2020 Power Plant Rule** - Continue to remotely assist the State Leads to review NPDES permits for industrial discharges by using data management systems and communication tools to ensure that permits conform to environmental laws.

ATTACHMENT A

20. **Oil and Gas Resource Extraction** - Continue to remotely assist the State Leads to review NPDES permits for industrial discharges by using data management systems and communication tools to ensure that permits conform to environmental laws.
21. **Grants Assistance** - Continue to remotely assist the State Leads and sector Leads to monitor grantees, sub-recipients, and other partners for program compliance regarding the CWA § 106, CBIG, and CBRAP by using data management systems and communication tools to ensure that permits conform to environmental laws.
22. **WQS and TMDLs** - Continue to remotely assist the State Leads and Sector Leads to develop, review, and issue WQS and TMDLs by using data management systems and communication tools to ensure that permits conform to environmental laws.
23. **Consultation Request and Withdraw Petition** - Continue to remotely assist the State Leads and Sector Leads to review NPDES permits for industrial discharges by using data management systems and communication tools to ensure that permits conform to environmental laws.
24. **FOIA** - Continue to remotely assist the State Leads and Sector Leads to respond to information requests regarding NPDES permits by using data management systems and communication tools to ensure that permits conform to public notice requirements and environmental laws.
25. **Legal Assistance** - Continue to remotely collaborate with ORC, ECAD, DOJ by using data management systems and communication tools to ensure that legal efforts between the federal and local partners and plaintiff parties reach resolution.
26. **Water Support Team** - Continue to remotely provide lessons learned, value added, outstanding issues, and actions taken by using data management systems and communication tools to ensure that response and recovery efforts conform to the Stafford Act and environmental laws.
27. **ELN** - Continue to remotely help build the capacity and reinforce the passion of the EPA professionals to protect human health and the environment by organizing/offering professional development and networking opportunities.

ATTACHMENT A

HOW THESE DUTIES AND RESPONSIBILITIES CAN BE PERFORMED AT HOME, HOW I AM CURRENTLY PERFORMING THEM FROM HOME, AND HOW I PLAN TO CONTINUE PERFORMING THEM WORKING FROM HOME

- **Data Management Systems** - Plan to evaluate and reconcile permit problems associated with data mining, inventory, and characterization from multiple sources and databases such as, but not limited to, the Permit Tracking System, Permit Compliance System, Integrated Compliance Information System, Enforcement and Compliance History Online, and F, G, H, and L Drives by identifying issues and problems, setting priorities, developing definitive alternatives, and focusing on possible solutions to (1) review permit, grants, WQS, and TMDLs, (2) respond to information requests, (3) perform and develop Ag Assessments and Permit Quality Review, and (4) coordinate and host state meetings to ensure compliance with environmental laws on a daily basis.
- **Communication Tools** - Plan to communicate lessons learned, value added, outstanding issues, and actions taken with management, staff, stakeholders, counterparts, and general public in writing and/or verbally by using the phone (EZ500) and Microsoft Apps (Outlook, Visual Basic, Project, Word, Excel, Planner, SharePoint, OneNote, OneDrive, Teams, Visio, Publisher, Access) on a daily basis. Plan to draft, review, and issue comment letters, briefing papers, fact sheets, technical reports, policies, regulations, requirements, standard operating procedures, strategic plan, workplans, and action plans by using elements of effective communication (who, what, why, when, where, how, and how much) and by using the phone (EZ500) and Microsoft Apps (Outlook, Visual Basic, Project, Word, Excel, Planner, SharePoint, OneNote, OneDrive, Teams, Visio, Publisher, Access) on a daily basis.
- **Official Travel** - Plan to use the online traveling systems (Concur, etc.) to plan and complete travels, reach out to the administrative assistance staff and travel coordinators to plan and complete travels by using the phone (EZ500) and Microsoft Apps (Outlook, Visual Basic, Project, Word, Excel, Planner, SharePoint, OneNote, OneDrive, Teams, Visio, Publisher, Access), and reach out to the Facilities Management Section to request a GSA Car by using the phone (EZ500) and Microsoft Apps (Outlook, Visual Basic, Project, Word, Excel, Planner, SharePoint, OneNote, OneDrive, Teams, Visio, Publisher, Access) on a daily basis.
- **Anticipated Office Visits Within 8 Months** - Plan to visit the national and regional offices based on national, regional, and divisional meetings as needed up to 2 days. Plan to visit the regional office to meet with management as needed up to 2 days within. Plan to visit the regional office to address any computer and PIV related issues as needed up to 2 days. Plan to visit the regional office to pick up and deliver back a GSA car up to 2 days. Plan to visit the regional office to assist with ELN, EAB, and any other volunteer events as needed up to 2 days.
- **Commuting Costs Within 8 months** - The current estimated costs using Ex. 6 Personal Privacy (PP) are \$11.60 per day, \$252.00 per month, and \$3,024 per year. The estimated commuting costs based on the anticipated office visits are \$116.00 per 10 days.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Brett Gilmartin	Job Title & Grade: Brownfields Project Officer GS 12
AAship/Region and Division: R3 LCRD	Address of Official Agency Worksite: 4 Penn Center, 1617 JFK Blvd, Philadelphia, PA, 19103
Employee's Work Phone: (215) 814-3405	Employee's Work E-mail Address: gilmartin.brett@epa.gov
First-line Supervisor: Susan Spielberger	First-line Supervisor's Work Phone: (215) 814-5356
Proposed Start Date: 01/01/2023	If Temporary, Proposed End Date: NA
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 5px; text-align: center;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>01/30/2017</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

See Attached.

Approval/Disapproval (attach documentation):

☐

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature:

BRETT GILMARTIN

Digitally signed by BRETT
GILMARTIN
Date: 2022.07.26 15:02:29 -04'00'

Date:

Supervisor's Signature:

SUSAN
SPIELBERGER

Digitally signed by SUSAN
SPIELBERGER
Date: 2022.08.08 07:44:22 -04'00'

Date:

AA/RA (or designee) Signature:

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

**Text of Explanation Section of Mary Rugala's Remote Work Application—
Submitted 1/27-22 (Revised 2/8/22)**

As a senior attorney with over 30 years at EPA/ORC, I meet all the requirements for remote work--which will not cause impediment to my work, burden on others or disruption of communication. I am extremely independent and do not require close supervision (in person or otherwise).

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

My specific duties are as follows: counsel SEMD and draft letters, memoranda and other documents, such as Consent Decrees and AOCs for and on behalf of SEMD; review and comment on SEMD documents, including RI/FS reports, RODs, Proposed Plans and Five Year Reviews; review and comment on ARARs; ICs, financial assurance instruments and other legal requirements; participate as team member in litigation with DOJ and HQ, including cost recovery and bankruptcy matters, including preparation of referrals and drafting of pleadings; counsel R3, HQ and DOJ on negotiations and settlements of insurance and receivership claims and other matters; review and provide counsel to Region and HQ on potential Regional claims for various Receiverships and other insurance claims; draft letters/demands and other documents for HQ and DOJ on insurance matters; update various dockets on applicable databases; lead monthly Regional Insurance Support Team (RIST) calls with regional attorneys and cost recovery staff; and, participate in bi-monthly national Insurance Point of Contact calls, providing input/comment to HQ on general insurance matters and documents for national distribution. All of this work is completely portable and can be done just as effectively from my RWL, as supported by the seamless performance of my work during the pandemic. I provide counsel to SEMD, ORC, HQ and DOJ electronically via the computer, and receive and transmit documents electronically. I also attend meetings effectively via Teams with no face-to-face contact required

All functions can be performed remotely, via phone, the computer/email and relevant software, including Outlook, Teams, Adobe, Excel, Word, OneDrive and SharePoint, and other tools that have been developed during the pandemic. By these tools, I work collaboratively with ORC Staff, ORC Management and my SEMD clients. I have successfully communicated remotely with HQ and DOJ (which contact will remain remote given their locations), including work on insurance litigation, with all communication and litigation material handled digitally by DOJ. My program clients and I effectively communicate with no need to collaborate in-person as proven during the pandemic (many are, and will expected to be, in the field or working from alternate work locations much of the time). My office has been cleared out of documents for the move which will be off-site/digitalized; what I need is all available electronically or otherwise. I have no required routine in-person interface. In-person meetings, e.g., with outside counsel, have been, and are expected to be, infrequent. I can, however, easily arrange to come to the Regional Office for such occasional in-person meetings, or at management's request for other needs, since my home office is nearby in the LCA.

Therefore, in light of all of the above, the granting of this request for remote work will not diminish in any way EPA's ability to accomplish its mission and meet its operational goals. Moreover, there is little or no expense to the Agency for my remote work since my RWL is in the LCA, and the govt. will save funds by not providing me a transit subsidy or dedicated office space. Moreover, with the added flexibility, enhanced work-life balance, elimination of the distraction of regular commuting and avoidance of future viral exposure by remote working, I will be more effective and productive and can extend my career at this later stage--continuing to provide my acquired institutional knowledge and specialized skills, including valued expertise in insurance law, to further the mission of EPA.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Martin Matlin	Job Title & Grade: Life Scientist GS-13
AAship/Region and Division: 3ED22	Address of Official Agency Worksite: 1650 Arch St., Phila., PA 19103
Employee's Work Phone: 2158145789	Employee's Work E-mail Address: matlin.martin@epa.gov
First-line Supervisor: Andrew D. Dinsmore	First-line Supervisor's Work Phone: 2158142788
Proposed Start Date: 10/1/22	If Temporary, Proposed End Date: 10/1/23
Address of Remote Work Location (Including city, state and zip code): <div>Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: 2158145789	Alternate Phone Number (if available): <div>Ex. 6 Personal Privacy (PP)</div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input checked="" type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>7/18/19 (TW)</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I currently have 3 Customized Critical Elements associated with my position. 1. Compliance Monitoring/Enforcement, which

Approval/Disapproval (attach documentation):

- ☐ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: MARTIN MATLIN	Digitally signed by MARTIN MATLIN Date: 2022.09.06 14:43:33 -04'00'	Date: 9/6/22
Supervisor's Signature: ANDREW DINSMORE	Digitally signed by ANDREW DINSMORE Date: 2022.09.08 08:35:57 -04'00'	Date: 09/08/2022
AA/RA (or designee) Signature:		Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Greg Allen	Job Title & Grade: Environmental Scientist, GS13
AAship/Region and Division: Region 3 Chesapeake Bay Program	Address of Official Agency Worksite: 1705 Forest Drive, Annapolis, MD 21403
Employee's Work Phone: 410-267-5746	Employee's Work E-mail Address: allen.greg@epa.gov
First-line Supervisor: Carin Bisland	First-line Supervisor's Work Phone: 410-267-5732
Proposed Start Date: June 30, 2022	If Temporary, Proposed End Date: November 15, 2022
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px solid black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px solid black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available): NA
Request: Check one: <input type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input checked="" type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature <div style="text-align: center; font-family: cursive; font-size: 1.2em;">Darryl Wall</div>	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input type="checkbox"/> Remote Work Training taken on <u>03/30/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

My duties include Coordinator of the Toxic Contaminants Workgroup, the Federal Facilities Workgroup and the Enhance Partnering, Leadership and Management Goal Team along with managing several assistance agreements. My roles as a leader and as a grant manager will be equally effective from the RWL because it is entirely desk-style work. As a trained facilitator, I am proficient at using productivity-enhancing features of online platforms including the ability to collaborate on documents simultaneously with co-leads and during group meetings. There will be no reduction in the frequency or quality of meetings I help to lead; rather, we will use the hybrid meeting environment to be more inclusive and have higher engagement of meeting participants that are in distant corners of the watershed. All grant management activities will be conducted in a timely manner. My duties are all portable and can be completed in full from a RWL. None of my duties be redistributed to others. I will maintain a strong commitment to performance indicators such as maintaining quick response times during working hours, and frequent check-ins with my supervisor, peers, and staff-level support.

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Approval/Disapproval (attach documentation):

☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature:

GREGORY ALLEN

Digitally signed by GREGORY
ALLEN
Date: 2022.07.03 19:28:52 -04'00'

Date:

July 1, 2022

Supervisor's Signature:

Car P. B. [Signature]

Date:

7/12/2022

AA/RA (or designee) Signature:

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Erin C. Sullivan	Job Title & Grade: Env. Protection Spec. - 13
AAship/Region and Division: Region 3 - OCTEA	Address of Official Agency Worksite: 1650 Arch St.
Employee's Work Phone: 215-814-5564	Employee's Work E-mail Address: sullivan.erinc@epa.gov
First-line Supervisor: Gail Scott (acting)/ Reggie Harris (permanent)	First-line Supervisor's Work Phone: Gail: 215-814-2069, Reggie: 215-814-2988
Proposed Start Date: Upon return to office (May 2022)	If Temporary, Proposed End Date: -
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>7-18-19</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Working from a remote location over the past two years has enhanced my productivity and ability to collaborate with children's health and community-based partners more easily. Continuing to work from a remote location will allow me to have more accessibility and flexibility to meetings and commitments, due to the lack of commute. As the Children's Environmental Health and Healthy Schools Coordinator for Region 3, I work with a variety of partners within EPA, and more frequently, outside of EPA. From a remote location, I will continue to participate in off-site events and meetings, when scheduled. Participating through web-based collaboration tools has become a normal practice among partners in the fields of non-profit and academic entities, as well as in my interactions with Federal, State, and Local governments. Participating remotely has allowed me to attend more meetings, trainings, collaborative events, etc. due to the lack of travel. Working from a remote location will further support my work with the Children's Environmental Health and Healthy Schools programs. All goals of the programs will remain unaffected and uninterrupted because I will be more accessible and flexible due to lack of commuting time.

Approval/Disapproval (attach documentation):

☐

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature: Sullivan, Erin	Digitally signed by Sullivan, Erin Date: 2022.03.16 14:44:05 -04'00'	Date: 3-16-2022
Supervisor's Signature: PAUL DRESSEL	Digitally signed by PAUL DRESSEL Date: 2022.03.21 12:59:03 -04'00'	Date:
AA/RA (or designee) Signature:		Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

I work well by myself and away from the office.

My duties are oversight of projects which are moving through the RCRA corrective action and PCB remediation process. I ensure facilities comply with applicable policy and regulations. I review and provide comment on document submittals- reports and workplans. Where needed, I distribute documents for technical comment and collate comments. Where applicable, I submit my comments and draft communications for review to technical experts, my management and/or ORC. Where needed, I seek technical and oversight support from the USACE and track and review their bills. I track in house and out of house progress- both in terms of moving projects along but also in terms of technical progress as to how well a remediation is progressing. I create charts and summary documents that document comments, decisions, project progress, remedial progress, and project summaries. I also coordinate and schedule meetings to discuss comments and progress. I maintain organized electronic folders for each project. I additionally provide technical support.

I participate in virtual meetings and review email messages. I document communications via saving messages and maintaining electronic project communication logs. All deliverables and communications are conducted electronically. All communications with my coworkers and supervisors are conducted electronically and by phone. I am in communication with my supervisor daily and all the communications are conducted electronically.

In terms of scheduling, I document my work hours, I maintain and review my calendar, and I set alarms on my cell phone to alert me of meeting start times (usually 5 mins in advance).

All my work is accomplished remotely as long as I have access to a laptop, a phone and the internet. I may need to go into the office for incidental occasions, for example a meeting or a training or to get or return a hard copy document- incidental needs. These are incidental to the position and are not routine.

Ultimately the work I do is independent of the location. When I work at a remote location, my productivity, efficiency and effectiveness is at least the same and usually greater than if I were in the office. By working remotely I have ample space and lighting and I am not distracted by coworkers or commuting which helps me to concentrate and allows me to be more productive, efficient and effective doing the same work remotely than I would be if I were working in the office.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Jeffrey G. Tuttle	Job Title & Grade: Toxicologist: GS-13
AAship/Region and Division: Region 3: SEMD	Address of Official Agency Worksite: 1650 Arch Street, Philadelphia, PA 19103
Employee's Work Phone: (215) 814-3236	Employee's Work E-mail Address: tuttle.jeffrey@epa.gov
First-line Supervisor: Cathleen Kennedy	First-line Supervisor's Work Phone: (215) 814-2746
Proposed Start Date: May 7, 2022 Pay Period	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available): Ex. 6 Personal Privacy (PP)
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>July 17, 2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

My job consists of:

1. Reviewing documents consisting of, but not limited to Human Health Risk Assessments, Records of Decisions, Five Year Reviews, Annual Reports, Data Reviews, performing Risk assessments/calculations, etc.
2. Taking part in meetings which are conducted virtually using Teams, Zoom, etc. These virtual meetings consist of Site related meetings and internal meetings including Section, Branch, Section Toxicology as well as National meetings such as OHHRRAF, etc.
3. Site visits - when Site visits are conducted I leave from my residence.

Approval/Disapproval (attach documentation):

☐

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature:

JEFFREY TUTTLE

Digitally signed by JEFFREY
TUTTLE
Date: 2022.03.21 08:04:34 -04'00'

Date:

Supervisor's Signature:

CATHLEEN
KENNEDY

Digitally signed by CATHLEEN
KENNEDY
Date: 2022.03.21 10:23:02 -04'00'

Date:

3/21/2022

AA/RA (or designee) Signature:

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: George Scott Rice	Job Title & Grade: EPS; GS13/10
AAship/Region and Division: Region 3; ECAD	Address of Official Agency Worksite: 1060 Chapline St.; Wheeling, WV 25003
Employee's Work Phone: 304-231-0501	Employee's Work E-mail Address: rice.george@epa.gov
First-line Supervisor: Aquanetta Dickens	First-line Supervisor's Work Phone: 215-814-2080
Proposed Start Date: 5/2/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input type="checkbox"/> Remote Work Training taken on <u>3/29/22; 4/2/22</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Approval/Disapproval (attach documentation):

☐

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature:

Date:

Supervisor's Signature:

Aquanetta Dickens

Digitally signed by Aquanetta
Dickens
Date: 2022.05.04 11:34:21 -04'00'

Date:

AA/RA (or designee) Signature:

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

I am requesting to work remotely with the exception of performing mission critical inspections.

Almost 2 years ago in May of 2020, I was on-boarded to the EPA in the midst of an agency-wide transition to maximum telework. Two years have passed working entirely remote, yet I have had the Branch Chief comment during my PARS review that I am 'on my way to being a top performer in the agency' whilst having other supervisors tell me 'they see my trajectory with EPA if I want it.'

Aside from in the field inspections, all of my work has been conducted from my EPA laptop with no issue. My job duties include assisting with targeting for NPDES inspections, performing an array of GIS analyses for colleagues and marketplace opportunities, writing inspection reports, issuing/reviewing Information Request Letters, and case development/oversight. All of these tasks are performed from my computer. When it comes to case development/oversight, I work very closely with ORC counterparts - my working from a RWL would not change this collaboration, as my meetings with ORC will have to be held remotely regardless, due to my OAW being in Fort Meade, as opposed to the Regional office. Similarly, due to my working from Fort Meade, having colleagues with telework schedules, and other colleagues in Wheeling, WV, all section meetings will need a Teams Meeting link regardless of this agreement and thus, my attendance to these meetings will not be affected. Additionally, I act as Pretreatment Coordinator and oversee the retrieval and review of Industrial User's self-monitoring reports. Due to an agency-wide mission to move towards electronic filing, working at a RWL would not affect this responsibility as all the self-monitoring reports are scanned by the respondent and reviewed electronically. Lastly, my job involves on-site inspections throughout the region for NPDES and Wetlands. I conduct an average of 15 inspections per year. However, these inspections are often clustered so that I am out for 2-3 days at a time conducting multiple inspections. Taking this into account, I estimate that I would only need to go into the OAW to retrieve a GSA car (if it made sense given my travel route) about 5 times a year.

I am confident in my ability to work independently, communicate to supervisors and peers effectively, and complete tasks promptly and without oversight.

Approval of this request will not diminish the Agency's ability to accomplish its mission or operational goals, but rather enhance the Agency's ability to accomplish its mission. Now more than ever, our country needs to reduce its greenhouse gas emissions. By cutting out transportation to and from the office, only transporting for mission critical inspections, the Agency would be able to greatly reduce its carbon footprint, acting in direct alignment with its mission and setting a great example to the rest of the country. Due to my RWL being within the region, with no change to my official agency worksite, the transfer of this agreement would be seamless. Furthermore, my RWL is only 1.5 hours from my Official Agency worksite and therefore, if something did call for me to report to this worksite, it would not require much time or travel to get there. Additionally, this relatively close distance would make it so that, unless it makes more sense for travel cost to take a POV, I could still obtain a GSA car from my Official Agency worksite when performing mission critical inspection. In the same light, my location

being more central in the region would give me the advantage of a lesser travel time to inspect many of the 'harder-to-get-to' facilities that are in SNC. And lastly, with my RWL being the Fort Meade office, which is extremely limited in office space, the approval of my remote work agreement would allow someone else that finds a greater benefit from being in the office to take my cubicle.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Suzanne Trevena	Job Title & Grade: Life Scientist GS14
AAship/Region and Division: R3 Water Division	Address of Official Agency Worksite: 1650 Arch Street Philadelphia, PA
Employee's Work Phone: 215-814-5701	Employee's Work E-mail Address: trevena.suzanne@epa.gov
First-line Supervisor: Cathy Libertz	First-line Supervisor's Work Phone: 215-814-2737
Proposed Start Date: May 16, 2022	If Temporary, Proposed End Date: November 16, 2022 to reassess
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input checked="" type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3/21/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

See Appendix A attached.

Approval/Disapproval (attach documentation):

☐

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature: SUZANNE
TREVENA

Digitally signed by SUZANNE TREVENA
Date: 2022.03.24 16:24:55 -04'00'

Date:
3/24/2022

Supervisor's Signature: GillespieMarthaler,
Leslie

Digitally signed by
GillespieMarthaler, Leslie
Date: 2022.03.28 18:22:45 -04'00'

Date:

AA/RA (or designee) Signature:

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Position: Project Officer, CWSRF for PA and VA and OSG grant for VA

I can perform my duties effectively from the RWL by utilizing Teams, email, calls, meetings, office and on-site visits as needed, and other communication methods. These methods are applicable to the following duties and other work as assigned. Duties include:

Engaging appropriate stakeholders in the planning process so that their input is duly considered

Identifying programmatic issues, priorities and concerns and ensuring that they are timely addressed with appropriate parties;

Keeping management informed of grantee progress with early warning of potential problem areas ("no surprises");

Collaborating with counterparts at regional/state/local/HQ levels as applicable to contribute to larger program objectives;

Participating in program evaluation activities, such as annual reviews, and responding to findings;

Utilizing programmatic and grant management data bases;

Guiding, coordinating and monitoring grantee progress to ensure meeting of critical deadlines;

Providing technical assistance to the states to ensure the fiscal integrity of federal funds;

Participating in divisional, regional and national work groups in support of SRF and OSG programs;

Ensuring assistance agreement work plans contain well-defined outputs and outcomes in accordance with EPA Policy for Environmental Results under EPA Assistance Agreements, No. 5700.7;

Complying with post award monitoring plans to effectively guarantee compliance with the programmatic requirements of the Agency's financial assistance programs in accordance with EPA Policy on Compliance Review and Monitoring, No 5700.6AI .

Adhering to the remote work policy, procedures, terms and conditions of the approved remote work agreement;

Complying with EPA policies for information technology security and use of government equipment and materials;

Notifying my supervisor if modifications are potentially necessary to my remote work agreement;

Working with my supervisor to re-certify the remote work agreement every 12 months or earlier if requested;

Being available during scheduled work hours by telephone, email, and other applicable agency-approved technology and communication methods (e.g., Teams) in order to

communicate with my supervisor, EPA staff, SRF state and HQ contacts, and other persons to receive assignments and complete work and be accessible to my supervisor, co-workers and customers;

Maintaining communication with my supervisor while performing remote work and working with my supervisor to overcome problems or obstacles as they occur so the work of the organization is accomplished in an effective and timely manner;

Complying with all existing agency security policies and procedures, including those relating to personally identifiable information and confidential business information with my Section/Team and EPA staff and management, my SRF state and HQ contacts, and other contacts.

I will keep my Outlook calendar updated and, when out of the office, provide a message to let others know that I am not available and when I will be able to respond to their inquiries.

Working from a RWL will help the Agency to accomplish its mission and meet its operational goals, yielding many benefits including cost savings, increased productivity and performance, enhanced recruitment and retention, heightened employee morale, improved emergency preparedness and reduced energy use.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Christian Matta	Job Title & Grade: Remedial Project Manager GS13
AAship/Region and Division: Region 3 Superfund Emergency Management Division	Address of Official Agency Worksite: 701 Mapes Road, Ft. Meade, Maryland 20755
Employee's Work Phone: 410-305-2777	Employee's Work E-mail Address: matta.christian@epa.gov
First-line Supervisor: William Geiger	First-line Supervisor's Work Phone: 215-814-3413
Proposed Start Date: May 23, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available): Ex. 6 Personal Privacy (PP)
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>March 22, 2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Please see attached

Current approved work schedule is Monday through Friday 8:30 am to 5:00 pm during entire pay period.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: CHRISTIAN MATTA <small>Digitally signed by CHRISTIAN MATTA Date: 2022.04.25 18:33:38 -04'00'</small>	Date: April 25, 2022
Supervisor's Signature: WILLIAM GEIGER <small>Digitally signed by WILLIAM GEIGER Date: 2022.04.26 11:58:35 -04'00'</small>	Date: April 26, 2022
AA/RA (or designee) Signature:	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Attachment A

All my work is entirely portable, and I am fully capable of performing it either in the office or from the RWL. When working from the RWL I will have the same access to Drupal, ColdFusion, database, network and intranet files as I do when working at my official agency worksite. I would add that the RWL is much quieter and there are far fewer interruptions than when I'm working at my official agency worksite. Many of my most innovative ideas and work products originated while teleworking. Finally, I have been successfully teleworking from my RWL -- full time -- since March 2020, so I will be able to continue to work from my RWL with no reduction in quality or quantity of work.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Kathryn G. Millard	Job Title & Grade: Life Scientist GS-12
AAship/Region and Division: REGION 4 - GMD	Address of Official Agency Worksite: 2510 14th Street Ste 1212, Gulfport, MS 39501
Employee's Work Phone: 228-679-5878	Employee's Work E-mail Address: millard.kathryn@epa.gov
First-line Supervisor: LaKeshia Robertson	First-line Supervisor's Work Phone: 228-679-5910
Proposed Start Date: 8/5/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 5px; text-align: center;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>07/30/2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: KATHRYN MILLARD	Digitally signed by KATHRYN MILLARD Date: 2022.08.07 11:42:40 -05'00'	Date:
Supervisor's Signature: Robertson, Lakeshia	Digitally signed by Robertson, Lakeshia Date: 2022.08.05 13:22:11 -05'00'	Date:
AA/RA (or designee) Signature: FREDERICK THOMPSON	Digitally signed by FREDERICK THOMPSON Date: 2022.08.13 16:38:38 -04'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Reginald Barrino	Job Title & Grade: Environmental Engineer 819/14
AAship/Region and Division: Region 4/ECAD	Address of Official Agency Worksite: 61 Forsyth St.SW Atlanta, Georgia 30303
Employee's Work Phone: 404/562-9635	Employee's Work E-mail Address: barrino.reginald@epa.gov
First-line Supervisor: Keriema Newman	First-line Supervisor's Work Phone: 404/562-8859
Proposed Start Date: August 1, 2022	If Temporary, Proposed End Date: Date TBD based on Covid Pandemic conditions est. 3/6/2023

Address of Remote Work Location (Including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:

☒ Yes

☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number:

Ex. 6 Personal Privacy (PP)

Alternate Phone Number (if available):

Ex. 6 Personal Privacy (PP)

Request:

Check one: ☒ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☒ Remote Work Training taken on 2/3/2022 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

<p>Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:</p> <p>My current duties as the State Review Framework (SRF) Coordinator, the RCRA SRF reviewer and the Tips & Complaints Coordinator involve task that are all 100% portable. I have demonstrated during the past two years that my contributions as a result of working from a remote work location (RWL), have not diminished the Agency's ability to accomplish its mission and meet its operational goals more specifically, my duties of protecting human health and the environment by ensuring consistent implementation and oversight of federal environmental laws and policies across states in order to provide equal environmental benefits to the public and a level playing field for regulated entities. In addition, I have demonstrated that working from a RWL has also increased my level of efficiency and productivity to ensure that my contributions towards the Agency's efforts to carry out its mission effectively is sustained. In addition to my contributions from a RWL to the Agency's mission, a RWL has allowed me to make a difference on how my daily lifestyle actions impact the environment. Examples include thereby reducing the overall carbon footprint by reducing greenhouse gas emissions, fossil fuel consumption, and energy usage. A RWL has also helped to reduce environmental and human health impacts as a result of decreased air pollution as well as reduction of the Agency's overhead cost from a decrease</p> <p>Approval/Disapproval (attach documentation):</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Disapproved (cite reason(s) below)</p>	
<p>Employee's Signature:</p> <p><i>Reginald S. Barrino</i></p>	<p>Date:</p> <p>June 30, 2022</p>
<p>Supervisor's Signature:</p> <p>KERIEMA NEWMAN</p> <p><small>Digitally signed by KERIEMA NEWMAN Date: 2022.08.04 09:43:42 -04'00'</small></p>	<p>Date:</p> <p>August 4, 2022</p>
<p>AA/RA (or designee) Signature:</p> <p>FREDERICK THOMPSON</p> <p><small>Digitally signed by FREDERICK THOMPSON Date: 2022.08.13 18:11:47 -04'00'</small></p>	<p>Date:</p>
<p>Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.</p>	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.



Appendix A – EPA Remote Work Agreement

Employee's Name: Becky Allenbach	Job Title, Pay Plan, Series & Grade: Senior Advisor, GS-15
Office/Region and Division: Region 4, WD, I/O	Address of Regular Office or Worksites: 61 Forsyth St SW, Atlanta, GA 30303
Employee's Work Phone: 404-562-9687 / Ex. 6 Personal Privacy (PP)	Employee's Work Email Address: allenbach.becky@epa.gov
Supervisor's Name: Jeaneanne Gettle	Supervisor's Work Phone & Email Address: 404-562-8979 Gettle.jeaneanne@epa.gov
Proposed Start Date: May 8, 2022	Proposed End Date (for DETO):
Address of Remote Work Location (including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Commuting Area of Regular Office or Worksites: <input type="radio"/> Yes <input checked="" type="radio"/> No (Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)	
Domestic Employee Teleworking Overseas Arrangement (DETO): <input type="radio"/> Yes <input checked="" type="radio"/> No	
Request: Select one: <input checked="" type="radio"/> New Request <input type="radio"/> Request for Modification to Existing Agreement	
Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. I have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.	
Approval/Disapproval (attach documentation): <input checked="" type="radio"/> Approved <input type="radio"/> Disapproved (cite reason(s) below)	
Employee's Signature: <div style="text-align: center;"><i>Becky B. Allenbach</i></div>	
Supervisor's Signature: <div style="text-align: center;">JEANEANNE GETTLE <small>Digitally signed by JEANEANNE GETTLE Date: 2022.03.24 18:00:38 -0400</small></div>	
AA/RA (or designee) Signature: <div style="text-align: center;">FREDERICK THOMPSON <small>Digitally signed by FREDERICK THOMPSON Date: 2022.03.25 09:19:39 -0400</small></div>	
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	

EPA acquisitions are managed with 100% electronic files in EPA's Acquisition System (EAS), which is accessed via the internet through the EPA VPN. Management of procurements are accomplished electronically using email, electronic file transfer systems (i.e., SharePoint), video-based teleconferencing and messaging (i.e., Microsoft Teams). Other systems routinely used are Compass Data Warehouse (CDW) and SharePoint, both of which are available outside the office via internet access. The National Archives and Records Administration (NARA) has a requirement to submit all paper files to records centers for long-term storage no later than December 2022. As a condition of remote work approval, the employee will report to the EPA Region 4 office to address all physical records. The time is not yet determined but will require each member to be in the office for a minimum of 2-3 days. Additional time may be required dependent upon the duration of the project. This employee has worked remotely for the last two year, and has effectively maintained professional, timely, and responsive communication with all parties (both internal and external). In addition, I've demonstrated the ability to successfully complete all assigned tasks within prescribed timelines. Approval of this remote work request will not diminish the ability of AMS to meet mission needs or operational goals. As the first line supervisor, I recommend approval of this remote work request.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Yeliann Montanez	Job Title & Grade: Attorney-Advisor / GS-14 Step 2
AAship/Region and Division: EPA Region 4 and ORC	Address of Official Agency Worksite: 61 Forsyth Street S.W., Atlanta, Georgia 30303
Employee's Work Phone: (404) 562-9522	Employee's Work E-mail Address: montanez.yeliann@epa.gov
First-line Supervisor: Mary C. Johnson	First-line Supervisor's Work Phone: (404) 562-9526
Proposed Start Date: 01/20/2022	If Temporary, Proposed End Date:

Address of Remote Work Location (Including city, state and zip code):**Ex. 6 Personal Privacy (PP)****Within same Locality Pay Area of Official Agency Worksite:**☒ Yes☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]**Phone Number:**

(404) 562-9522

Alternate Phone Number (if available):**Request:**

Check one:

☒ New Request☐ Request for Modification to Existing AgreementCheck if for temporary period: ☐ Temporary**Section 2. Employee's Approved Schedule:** Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.**Section 3. Safety Certification**

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☒ Remote Work Training taken on 01/20/2022 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Please see attached explanation.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: Montanez, Yeliann	Digitally signed by Montanez, Yeliann Date: 2022.04.26 16:05:24 -04'00'	Date:
Supervisor's Signature: MARY JOHNSON	Digitally signed by MARY JOHNSON Date: 2022.06.23 13:44:01 -04'00'	Date:
AA/RA (or designee) Signature: FREDERICK THOMPSON	Digitally signed by FREDERICK THOMPSON Date: 2022.06.14 15:59:11 -04'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

EPA acquisitions are managed with 100% electronic files in EPA's Acquisition System (EAS), which is accessed via the internet through the EPA VPN. Management of procurements are accomplished electronically using email, electronic file transfer systems (i.e., SharePoint), video-based teleconferencing and messaging (i.e., Microsoft Teams). Other systems routinely used are Compass Data Warehouse (CDW) and SharePoint, both of which are available outside the office via internet access. The National Archives and Records Administration (NARA) has a requirement to submit all paper files to records centers for long-term storage no later than December 2022. As a condition of remote work approval, the employee will report to the EPA Region 4 office to address all physical records. The time is not yet determined but will require each member to be in the office for a minimum of 2-3 days. Additional time may be required dependent upon the duration of the project. This employee has worked remotely for the last two year, and has effectively maintained professional, timely, and responsive communication with all parties (both internal and external). In addition, I've demonstrated the ability to successfully complete all assigned tasks within prescribed timelines. Approval of this remote work request will not diminish the ability of AMS to meet mission needs or operational goals. As the first line supervisor, I recommend approval of this remote work request.



Appendix D – Remote Work Agreement

Employee's Name: Colby McClain	Job Title, Pay Plan, Series & Grade: Physical Science Student Trainee, GS-1399, GS-9
Office/Region and Division: Gulf of Mexico Division - R4	Address of Regular Office or Worksite: 2510 14th St. #1212
Employee's Work Phone: 228-679-5885	Employee's Work Email Address: mcclain.colby@epa.gov
Supervisor's Name: LaKeshia Robertson	Supervisor's Work Phone & Email Address: 228-679-5910 & robertson.lakeshia@epa.gov
Proposed Start Date: 01-30-2023	Proposed End Date (for DETO):
Address of Remote Work Location (including city, state and zip code): <div style="border: 1px dashed black; padding: 5px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	
Within same Local Commuting Area of Regular Office or Worksite: <div style="display: flex; justify-content: space-between;"><div><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)</div><div>Domestic Employee Teleworking Overseas Arrangement (DETO): <input type="checkbox"/> Yes <input type="checkbox"/> No</div></div>	
Request: Select one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement []	
Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.	
Approval/Disapproval (attach documentation): <div style="display: flex; align-items: center;"><input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved (cite reason(s) below)</div> based on current work assignments	
Employee's Signature: <div style="display: flex; align-items: center;"><div style="margin-right: 20px;">COLBY MCCLAIN</div><div> Digitally signed by COLBY MCCLAIN Date: 2023.01.23 10:19:36 -06'00'</div></div>	
Supervisor's Signature: <div style="display: flex; align-items: center;"><div style="margin-right: 20px;">LaKeshia Robertson</div><div> Digitally signed by LaKeshia Robertson Date: 2023.01.25 10:52:02 -06'00'</div></div>	

Approval Official or Designee's Signature:

JEANEANNE GETTLE

Digitally signed by JEANEANNE

GETTLE

Date: 2023.02.08 19:30:36 -05'00'

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.



Appendix A – EPA Remote Work Agreement

Employee's Name: Tina Martin	Job Title, Pay Plan, Series & Grade: Program Analyst, GS-0343-12
Office/Region and Division: PBOS	Address of Regular Office or Worksite: 61 Forsyth Street; Atlanta, GA 30303
Employee's Work Phone: (404)562-8257	Employee's Work Email Address: martin.tina@epa.gov
Supervisor's Name: Angie Billups	Supervisor's Work Phone & Email Address: (404) 562-9943
Proposed Start Date: 04/24/2022	Proposed End Date (for DETO): 12/31/2022
Address of Remote Work Location (including city, state and zip code): <div style="border: 1px dashed black; padding: 5px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Commuting Area of Regular Office or Worksite: <input checked="" type="radio"/> Yes <input type="radio"/> No (Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)	
Domestic Employee Teleworking Overseas Arrangement (DETO): <input type="radio"/> Yes <input checked="" type="radio"/> No	
Request: Select one: <input checked="" type="radio"/> New Request <input type="radio"/> Request for Modification to Existing Agreement	
Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. I have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.	
Approval/Disapproval (attach documentation): <input checked="" type="radio"/> Approved <input type="radio"/> Disapproved (cite reason(s) below)	
Employee's Signature:	<div style="text-align: right;">TINA MARTIN Digitally signed by TINA MARTIN Date: 2022.04.12 16:14:50 -04'00'</div>
Supervisor's Signature:	<div style="text-align: right;">Billups, Angie Digitally signed by Billups, Angie Date: 2022.04.25 15:46:09 -04'00'</div>
AA/RA (or designee) Signature:	<div style="text-align: right;">FREDERICK THOMPSON Digitally signed by FREDERICK THOMPSON Date: 2022.08.02 13:17:19 -04'00'</div>
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: GLENN FERNANDEZ	Job Title & Grade: ENVIRONMENTAL ENGINEER GS 14
AAship/Region and Division: R4 WATER DIVISION	Address of Official Agency Worksite: 63 Forsyth St SW, Atlanta, GA 30303
Employee's Work Phone: 404-562-8541	Employee's Work E-mail Address: FERNANDEZ.GLENN@EPA.GOV
First-line Supervisor: DAN HOLLIMAN	First-line Supervisor's Work Phone: 404-562-9531
Proposed Start Date: June 1, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code):	
Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available): Ex. 6 Personal Privacy (PP)
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>1/25/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Bulk of my work is computer modeling to support states TMDL and Waste Load Allocation; Also conducts online training fo

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: Fernandez, Glenn	Digitally signed by Fernandez, Glenn Date: 2022.01.26 11:44:19 -05'00'	Date: 1/26/2022
Supervisor's Signature: GRACY DANOIS	Digitally signed by GRACY DANOIS Date: 2022.03.18 12:57:00 -04'00'	Date: 3/18/2022
AA/RA (or designee) Signature: FREDERICK THOMPSON	Digitally signed by FREDERICK THOMPSON Date: 2022.03.23 19:23:57 -04'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Denise L. Goddard	Job Title & Grade: Chemist GS-13
AAship/Region and Division: LSASD	Address of Official Agency Worksite: 980 College Station Road, Athens, GA 30605
Employee's Work Phone: 706-355-8568	Employee's Work E-mail Address: goddard.denise@epa.gov
First-line Supervisor: Floyd Wellborn	First-line Supervisor's Work Phone: 706-355-8567
Proposed Start Date: March 1, 2022	If Temporary, Proposed End Date:

Address of Remote Work Location (Including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):

Request:

Check one: ☒ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Denise L. Goddard

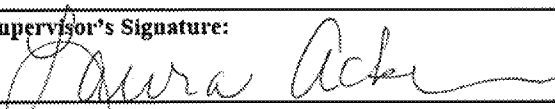
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☒ Remote Work Training taken on 3-4-22 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:
My work can be accomplished remotely. I have been working remotely during the past two years because of covid-19 and I had no decline in productivity nor any decline in the amount of work I would normally have done in the office.

Approval/Disapproval (attach documentation):

☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: DENISE GODDARD <small>Digitally signed by DENISE GODDARD Date: 2022.03.17 13:35:11 -04'00'</small>	Date:
Supervisor's Signature: 	Date: 04/25/2022
AA/RA (or designee) Signature: FREDERICK THOMPSON <small>Digitally signed by FREDERICK THOMPSON Date: 2022.05.13 20:15:31 -04'00'</small>	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Samuel Richardson	Job Title & Grade: Contract Officer GS 13
AAship/Region and Division: Region 4 - Mission Support Division	Address of Official Agency Worksite: 61 Forsyth Street, SW Atlanta, GA 30303
Employee's Work Phone: (404) 562-8224	Employee's Work E-mail Address: richardson.samuel@epa.gov
First-line Supervisor: Michael A. Pigram	First-line Supervisor's Work Phone: 404-562-8237
Proposed Start Date: June 6, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code):	
Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>05/17/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

EPA acquisitions are managed with 100% electronic files in EPA's Acquisition System (EAS), which is accessed via the internet through the EPA VPN. Management of procurements are accomplished electronically using email, electronic file transfer systems (i.e., SharePoint), video-based teleconferencing and messaging (i.e., Microsoft Teams). Other systems routinely used are Compass Data Warehouse (CDW) and SharePoint, both of which are available outside the office via internet access. The National Archives and Records Administration (NARA) has a requirement to submit all paper files to records centers for long-term storage no later than December 2022. As a condition of remote work approval, the employee will report to the EPA Region 4 office to address all physical records. The time is not yet determined but will require each member to be in the office for a minimum of 2-3 days. Additional time may be required dependent upon the duration of the project. This employee has worked remotely for the last two year, and has effectively maintained professional, timely, and responsive communication with all parties (both internal and external). In addition, I've demonstrated the ability to successfully complete all assigned tasks within prescribed timelines. Approval of this remote

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: SAMUEL RICHARDSON	Digitally signed by SAMUEL RICHARDSON Date: 2022.05.17 09:57:28 -04'00'	Date: 05/17/2022
Supervisor's Signature: MICHAEL PIGRAM	Digitally signed by MICHAEL PIGRAM Date: 2022.05.17 10:01:18 -04'00'	Date: 5/17/2022
AA/RA (or designee) Signature: FREDERICK THOMPSON	Digitally signed by FREDERICK THOMPSON Date: 2022.10.12 16:45:10 -04'00'	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Bulk of my work is computer modeling to support states TMDL and Waste Load Allocation; Also conducts online training for state modelers.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Amy Newbold	Job Title & Grade: Environmental Engineer, GS13
AAship/Region and Division: Region 4 Gulf of Mexico Division	Address of Official Agency Worksite: 2510 14th Street, Suite 1212
Employee's Work Phone: 228-239-3466	Employee's Work E-mail Address: newbold.amy@epa.gov
First-line Supervisor: Marc Wyatt	First-line Supervisor's Work Phone: 228-209-7575
Proposed Start Date: May 1, 2022	If Temporary, Proposed End Date:

Address of Remote Work Location (Including city, state and zip code):**Ex. 6 Personal Privacy (PP)****Within same Locality Pay Area of Official Agency Worksite:**☒ Yes☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]**Phone Number:**

Ex. 6 Personal Privacy (PP)

Alternate Phone Number (if available):

Ex. 6 Personal Privacy (PP)

Request:

Check one:



New Request



Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary**Section 2. Employee's Approved Schedule:** Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.**Section 3. Safety Certification****Safety Certification:** The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.**Section 4. Employee Certification and Signature****Employee Certification:** I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.☒ Remote Work Training taken on 2/22/2022 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I can perform all of my duties as effectively from my RWL as from the Official Agency worksite. I have demonstrated my ability to do so over the last two years during the COVID pandemic. Approving my RW application will not diminish the Agency's ability to accomplish its mission and meet its operational goals. The majority of my responsibilities involve working with our partners and grant recipients across the Gulf which can be accomplished effectively through remote work. Furthermore, all of the current grants that I manage are either in Florida or Alabama. My remote location will be more efficient for travel purposes when it is time to conduct onsite grant reviews or attend other in-person collaboration opportunities. My RWL location would also make travel for DWH NRDA FL TIG events more cost efficient for the Agency as well.

Approval/Disapproval (attach documentation):

☒

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature:

AMY NEWBOLD

Digitally signed by AMY
NEWBOLD
Date: 2022.04.11 16:30:07 -05'00'

Date:

4/11/2022

Supervisor's Signature:

LaKeshia Robertson

Digitally signed by LaKeshia
Robertson
Date: 2022.04.11 17:10:13 -05'00'

Date:

4/11/22

AA/RA (or designee) Signature: FREDERICK
THOMPSON

Digitally signed by FREDERICK
THOMPSON
Date: 2022.04.19 14:23:37 -04'00'

Date:

4/11/2022

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

EPA acquisitions are managed with 100% electronic files in EPA's Acquisition System (EAS), which is accessed via the internet through the EPA VPN. Management of procurements are accomplished electronically using email, electronic file transfer systems (i.e., SharePoint), video-based teleconferencing and messaging (i.e., Microsoft Teams). Other systems routinely used are Compass Data Warehouse (CDW) and SharePoint, both of which are available outside the office via internet access. The National Archives and Records Administration (NARA) has a requirement to submit all paper files to records centers for long-term storage no later than December 2022. As a condition of remote work approval, I will report to the EPA Region 4 office to address all physical records. The time is not yet determined but will require each member to be in the office for a minimum of 2-3 days. Additional time may be required dependent upon the duration of the project. I have worked remotely for the last two years, and have effectively maintained professional, timely, and responsive communication with all parties (both internal and external). In addition, I've demonstrated the ability to successfully complete all assigned tasks within prescribed timelines. Approval of this remote work request will not diminish the ability of AMS to meet mission needs or operational goals.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Elizabeth Smith	Job Title & Grade: Life Scientist, GS13-2
AAship/Region and Division: EPA Region 4, Water Division	Address of Official Agency Worksite: 61 Forsyth St, Atlanta GA 30303
Employee's Work Phone: 404-562-8721	Employee's Work E-mail Address: smith.elizabeth@epa.gov
First-line Supervisor: Joel Hansel	First-line Supervisor's Work Phone: 404-562-9274
Proposed Start Date: 4/24/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code):	
Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3/10/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I have been full-time teleworking since March 2020. During this time I have shown that I am capable of successfully completing my work remotely with little management supervision. All of the work I do can be completed remotely either by reviewing information on my computer and/or through Teams meetings with colleagues and partners.

Please see the attached expanded description for more information.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: ELIZABETH SMITH	Digitally signed by ELIZABETH SMITH Date: 2022.04.13 16:14:57 -04'00'	Date: 4/13/2022
Supervisor's Signature: JOEL HANSEL	Digitally signed by JOEL HANSEL Date: 2022.04.21 07:33:15 -04'00'	Date: 4/21/2022
AA/RA (or designee) Signature: FREDERICK THOMPSON	Digitally signed by FREDERICK THOMPSON Date: 2022.06.16 18:46:58 -04'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Mohit Varma	Job Title & Grade: Environmental Engineer GS-9
AAship/Region and Division: EPA Region 4/ Water Division	Address of Official Agency Worksite: 61 Forsyth St SW, Atlanta, GA 30303
Employee's Work Phone: 404-562-8361	Employee's Work E-mail Address: varma.mohit@epa.gov
First-line Supervisor: Mark Nuhfer	First-line Supervisor's Work Phone: 404-562-9390 (office)
Proposed Start Date:	If Temporary, Proposed End Date:

Address of Remote Work Location (Including city, state and zip code):

Ex. 6 Personal Privacy (PP)**Within same Locality Pay Area of Official Agency Worksite:**☒ Yes☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]**Phone Number:**

Ex. 6 Personal Privacy (PP)

Alternate Phone Number (if available):**Request:**

Check one:



New Request



Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary**Section 2. Employee's Approved Schedule:** Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.**Section 3. Safety Certification**

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☒ Remote Work Training taken on 3/22/2022 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Justification:

1. As a Project Officer, I have VPN access and remote access to websites such as the Next Generation Grants System (NGGS), Systems for Award Management (SAM), and Grant.gov. On top of these websites, and due to internet connectivity and access to the EPA VPN, I have access to SharePoint, Microsoft Teams, Outlook, FedTalent Trainings, etc. to be able to complete my duties as a Project Officer (PO) to the best of my ability with timely and quality work products. Having remote access to PO training on FedTalent will also allow me to maintain my certification as a Project Officer.
2. With remote access to these critical PO websites along with remote access to all the necessary communication channels such as Outlook and MS Teams, I will be able to comfortably, and in a timely manner, produce transmittable Funding Recommendations to the review panel, to the Grants Management Officer (GMO) and to further EPA's Strategic

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: MOHIT VARMA <small>Digitally signed by MOHIT VARMA Date: 2022.06.10 13:47:48 -04'00'</small>	Date: 6/10/2022
Supervisor's Signature: MARK NUHFER <small>Digitally signed by MARK NUHFER Date: 2023.01.06 07:23:53 -05'00'</small>	Date:
AA/RA (or designee) Signature: JEANEANNE GETTLE <small>Digitally signed by JEANEANNE GETTLE Date: 2023.02.08 19:26:03 -05'00'</small>	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Rhonda Rollins	Job Title & Grade: Physical Scientist/GS13
AAship/Region and Division: R4 - Land Chemicals and Redevelopment (LCRD)	Address of Official Agency Worksite: 61 Forsyth Street, SW, Atlanta GA 30303
Employee's Work Phone: 404-562-8664	Employee's Work E-mail Address: rollins.rhonda@epa.gov
First-line Supervisor: Dee Rodgers-Smith	First-line Supervisor's Work Phone: 404-562-8688
Proposed Start Date: 4/24/22	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code):	
Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>Feb. 17, 2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

As described in the attached document, "Eligibility Criteria/Justification," all my duties can be performed as effectively, and in some ways more effectively, from the proposed RWL. I successfully teleworked part-time for over 10 years and then transitioned to full-time since Covid. All of my duties: research, writing/reviewing documents, developing presentations, attending virtual meetings, online training, etc. can be done effectively from a RWL. I've successfully collaborated remotely with team members to complete ALL tasks within deadlines. I have demonstrated a track record of efficient and effective work, as evidenced from my long history of receiving high performance ratings.

Remote work has increased my productivity, reduced commuter stress; **Ex. 6 Personal Privacy (PP)** Agency approval will not decrease the Agency's ability to meet EPA goals/mission. In fact, approval will save EPA money on transit costs, supplies, etc. while enhancing emergency preparedness and retaining institutional knowledge. Please see attached documents for detailed remote work application and justification of benefits to EPA.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: RHONDA ROLLINS <small>Digitally signed by RHONDA ROLLINS Date: 2022.04.18 10:43:00 -04'00'</small>	Date:
Supervisor's Signature: DELORES SMITH <small>Digitally signed by DELORES SMITH Date: 2022.04.20 16:59:17 -04'00'</small>	Date:
AA/RA (or designee) Signature: FREDERICK THOMPSON <small>Digitally signed by FREDERICK THOMPSON Date: 2022.05.10 15:38:53 -04'00'</small>	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

EPA acquisitions are managed with 100% electronic files in EPA's Acquisition System (EAS), which is accessed via the internet through the EPA VPN. Management of procurements are accomplished electronically using email, electronic file transfer systems (i.e., SharePoint), video-based teleconferencing and messaging (i.e., Microsoft Teams). Other systems routinely used are Compass Data Warehouse (CDW) and SharePoint, both of which are available outside the office via internet access. The National Archives and Records Administration (NARA) has a requirement to submit all paper files to records centers for long-term storage no later than December 2022. As a condition of remote work approval, the employee will report to the EPA Region 4 office to address all physical records. The time is not yet determined but will require each member to be in the office for a minimum of 2-3 days. Additional time may be required dependent upon the duration of the project. This employee has worked remotely for the last two year, and has effectively maintained professional, timely, and responsive communication with all parties (both internal and external). In addition, I've demonstrated the ability to successfully complete all assigned tasks within prescribed timelines. Approval of this remote work request will not diminish the ability of AMS to meet mission needs or operational goals. As the first line supervisor, I recommend approval of this remote work request.

Appendix D - EPA-AFGE Remote Work Application/Agreement

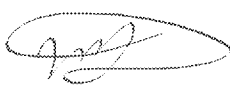
Employee Name: Mayya Dickens	Job Title & Grade: Contracting Specialist/GS 1102 / 12/5
AAship/Region and Division: Region 4 - Mission Support Division	Address of Official Agency Worksite: 61 Forsyth Street, SW Atlanta, GA 30303
Employee's Work Phone:	Employee's Work E-mail Address:
First-line Supervisor: Michael A. Pigram	First-line Supervisor's Work Phone: 404-562-8237
Proposed Start Date: June 6, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available): n/a
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>7/8/2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

EPA acquisitions are managed with 100% electronic files in EPA's Acquisition System (EAS), which is accessed via the internet through the EPA VPN. Management of procurements are accomplished electronically using email, electronic file transfer systems (i.e., SharePoint), video-based teleconferencing and messaging (i.e., Microsoft Teams). Other systems routinely used are Compass Data Warehouse (CDW) and SharePoint, both of which are available outside the office via internet access. The National Archives and Records Administration (NARA) has a requirement to submit all paper files to records centers for long-term storage no later than December 2022. As a condition of remote work approval, the employee will report to the EPA Region 4 office to address all physical records. The time is not yet determined but will require each member to be in the office for a minimum of 2-3 days. Additional time may be required dependent upon the duration of the project. This employee has worked remotely for the last two year, and has effectively maintained professional, timely, and responsive communication with all parties (both internal and external). In addition, I've demonstrated the ability to successfully complete all assigned tasks within prescribed timelines. Approval of this remote

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: 	Digitally signed by MAYYA DICKENS Date: 2022.05.12 09:33:35 -04'00'	Date: 05/12/2022
Supervisor's Signature: MICHAEL PIGRAM	Digitally signed by MICHAEL PIGRAM Date: 2022.05.17 08:35:36 -04'00'	Date: 5/17/2022
AA/RA (or designee) Signature: FREDERICK THOMPSON	Digitally signed by FREDERICK THOMPSON Date: 2022.10.12 16:38:54 -04'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Pamela Owens	Job Title & Grade: Contract Specialist GS-12
AAship/Region and Division: Region 4 - Mission Support Division	Address of Official Agency Worksite: 61 Forsyth Street, SW Atlanta, GA 30303
Employee's Work Phone: 404 562-8244	Employee's Work E-mail Address: owens.pamela@epa.gov
First-line Supervisor: Michael A. Pigram	First-line Supervisor's Work Phone: 404-562-8237
Proposed Start Date: June 6, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>May 16, 2017</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I have effectively conducted remote work from this "local area" location for over two years. It has reduced the agency's commuter reimbursement, and the City's carbon footprint, while enhancing organization performance. My work has been 100% portable via maximum use of available technology; to include work computer, VPN, Microsoft access, and office phone transfer capability. I have successfully completed all tasks to include remote contracting support to Region 6 with the maximum use of technology via Microsoft Teams, email and phone. I have been available to- and able to maintain professional, timely, and responsive communication with all partners; to include agency staff, other support agencies, and external contractors. The agency transition to 100% electronic contracting file storage and my ability to remotely communicate my expertise on electronic file management has effectively supported mission success. Effective conduct of business with agency partners is further enhanced through Microsoft Teams meeting and camera technology, which ensures face to face communication is available.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: Owens, Pamela	Digitally signed by Owens, Pamela Date: 2022.05.17 10:10:21 -04'00'	Date: May 17, 2022
Supervisor's Signature: MICHAEL PIGRAM	Digitally signed by MICHAEL PIGRAM Date: 2022.05.17 10:30:03 -04'00'	Date: 5/17/2022
AA/RA (or designee) Signature: FREDERICK THOMPSON	Digitally signed by FREDERICK THOMPSON Date: 2022.10.12 16:44:01 -04'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

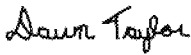
Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

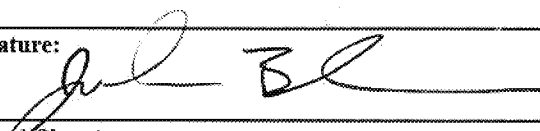
Employee Name: Dawn Taylor	Job Title & Grade: Physical Scientist / GS-14
AAship/Region and Division: Region 4, LSASD	Address of Official Agency Worksite: 61 Forsyth St. SW, Atlanta GA 30303
Employee's Work Phone: 404-562-8575	Employee's Work E-mail Address: taylor.dawn@epa.gov
First-line Supervisor: Hunter Johnson	First-line Supervisor's Work Phone: 706-355-8722
Proposed Start Date: 02/21/2022	If Temporary, Proposed End Date: NA
Address of Remote Work Location (Including city, state and zip code): <div>Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: 404-909-0829 (EPA cell)	Alternate Phone Number (if available): <div>Ex. 6 Personal Privacy (PP)</div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature 	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>2/16/22</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

As the R4 Science Liaison (RSL) to ORD, I am part of a national team of scientists whose job is to build networks and partnerships between regional, program offices and ORD scientists. I work closely with regional management and technical staff to identify ORD research that can impact high-priority regional policy and regulatory actions with state-of-the-art science and to make connections between ORD researchers and regional staff. There is one RSL in each Region. I communicate on a daily basis with the other RSLs, Headquarters, Program Offices, Regional Offices and ORD researchers in facilities across the nation. As my communications are with people all over the country, my work is 100% portable and I rarely (less than 2 times a year), if ever, am required to come in to the R4 offices for face-to-face interactions. I intend to remain within the local commuting area of both the Athens and Atlanta R4 facilities, and, if on the rare occasion I am required to go into either facility, the cost would be de minimis. I regularly participate in and lead conference calls, webinars, training courses and similar events using MS Teams and Zoom and have been extremely effective in my role. I also regularly develop and review research proposals/applications (through ROAR, STAR, SBIR,

Approval/Disapproval (attach documentation):

☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: DAWN TAYLOR <small>Digitally signed by DAWN TAYLOR Date: 2022.02.18 10:22:31 -05'00'</small>	Date:
Supervisor's Signature: 	Date: 4/25/2022
AA/RA (or designee) Signature: FREDERICK THOMPSON <small>Digitally signed by FREDERICK THOMPSON Date: 2022.05.17 14:39:34 -04'00'</small>	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: BENITA C. JACKSON	Job Title & Grade: Contract Specialist/Small Business Coordinator
AAship/Region and Division: Region 4 - Mission Support Division	Address of Official Agency Worksite: 61 Forsyth Street, SW Atlanta, GA 30303
Employee's Work Phone: 404-562-8227	Employee's Work E-mail Address: Jackson.Benita@epa.gov
First-line Supervisor: Michael A. Pigram	First-line Supervisor's Work Phone: 404-562-8237
Proposed Start Date: June 6, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>May 11, 2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

EPA acquisitions are managed with 100% electronic files in EPA's Acquisition System (EAS), which is accessed via the internet through the EPA VPN. Management of procurements are accomplished electronically using email, electronic file transfer systems (i.e., SharePoint), video-based teleconferencing and messaging (i.e., Microsoft Teams). Other systems routinely used are Compass Data Warehouse (CDW) and SharePoint, both of which are available outside the office via internet access. The National Archives and Records Administration (NARA) has a requirement to submit all paper files to records centers for long-term storage no later than December 2022. As a condition of remote work approval, the employee will report to the EPA Region 4 office to address all physical records. The time is not yet determined but will require each member to be in the office for a minimum of 2-3 days. Additional time may be required dependent upon the duration of the project. This employee has worked remotely for the last two year, and has effectively maintained professional, timely, and responsive communication with all parties (both internal and external). In addition, I've demonstrated the ability to successfully complete all assigned tasks within prescribed timelines. Approval of this remote

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: BENITA JACKSON	Digitally signed by BENITA JACKSON Date: 2022.05.17 09:03:38 -04'00'	Date:
Supervisor's Signature: MICHAEL PIGRAM	Digitally signed by MICHAEL PIGRAM Date: 2022.05.17 09:09:02 -04'00'	Date: 5/17/2022
AA/RA (or designee) Signature: FREDERICK THOMPSON	Digitally signed by FREDERICK THOMPSON Date: 2022.10.12 16:41:14 -04'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Robert Reimer	Job Title & Grade: Environmental Engineer GS-13
AAship/Region and Division: Region 4, LCRD	Address of Official Agency Worksite: 61 Forsyth St, Atlanta, GA 30303
Employee's Work Phone: 404-562-8484	Employee's Work E-mail Address: reimer.robert@epa.gov
First-line Supervisor: Nancy McKee-Perez	First-line Supervisor's Work Phone: 404-562-8674
Proposed Start Date: 04/24/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>03/21/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

As demonstrated over the past two years, I am very effective in meeting every performance plan objective while working without close, in-person supervision. I can clearly perform all my duties effectively from my current alternative work location using my EPA laptop, and I do not require any additional office resources. All of my work is portable and does not require in-person meetings. In fact, most of my regular contacts are persons in the state offices scattered across the Region, not in our office. Approving this application will not require reassignment of my current work to other staff.

I will remain a resident of Atlanta, so there will be no additional costs to the agency and no travel costs for when I must come into the office. In fact, because I will withdraw from the Transit Subsidy there will be a slight cost savings. I will continue to comply with all the same rules regarding timekeeping, information technology security, use of government equipment/ materials, etc. I expect there will be no changes to this Remote Work application during the remainder of my time at EPA. Evidence of my telework training and my safety checklist are attached.

Approval/Disapproval (attach documentation):

☒

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature: ROBERT REIMER	Digitally signed by ROBERT REIMER Date: 2022.03.22 11:33:30 -04'00'	Date: 3/22/2022
Supervisor's Signature: McKeePerez, Nancy	Digitally signed by McKeePerez, Nancy Date: 2022.03.25 16:59:01 -04'00'	Date:
AA/RA (or designee) Signature: FREDERICK THOMPSON	Digitally signed by FREDERICK THOMPSON Date: 2022.04.07 20:49:28 -04'00'	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.



Appendix A – EPA Remote Work Agreement

Employee's Name: Miriam Varnado	Job Title, Pay Plan, Series & Grade: Program Analyst, GS-0343-14
Office/Region and Division: R4, Land Chemicals and Redevelopment Division	Address of Regular Office or Worksite: 61 Forsyth Street, Atlanta, GA 30303
Employee's Work Phone: 404-562-8766	Employee's Work Email Address: varnado.miriam@epa.gov
Supervisor's Name: Cesar Zapata	Supervisor's Work Phone & Email Address: 404-562-9744, Zapata.Cesar@epa.gov
Proposed Start Date: 02/28/2022	Proposed End Date (for DETO): 09/25/2023
Address of Remote Work Location (including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Commuting Area of Regular Office or Worksite: <input type="radio"/> Yes <input checked="" type="radio"/> No (Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)	
Domestic Employee Teleworking Overseas Arrangement (DETO): <input type="radio"/> Yes <input checked="" type="radio"/> No	
Request: Select one: <input checked="" type="radio"/> New Request <input type="radio"/> Request for Modification to Existing Agreement	
Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. I have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.	
Approval/Disapproval (attach documentation): <input checked="" type="radio"/> Approved <input type="radio"/> Disapproved (cite reason(s) below)	
Employee's Signature: MIRIAM VARNADO	Digitally signed by MIRIAM VARNADO Date: 2021.12.17 16:55:05 -06'00'
Supervisor's Signature: CESAR ZAPATA	Digitally signed by CESAR ZAPATA Date: 2022.02.16 07:54:27 -05'00'
AA/RA (or designee) Signature: FREDERICK THOMPSON	Digitally signed by FREDERICK THOMPSON Date: 2022.03.10 21:04:51 -05'00'
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Diane Reese	Job Title & Grade: Physical Scientist/ GS -13
AAship/Region and Division: R4/GMD	Address of Official Agency Worksite: 2510 14th St Suite 1212, Gulfport, MS 39501
Employee's Work Phone: 228-679-5898	Employee's Work E-mail Address: reese.diane@epa.gov
First-line Supervisor: Lakeshia Robertson	First-line Supervisor's Work Phone: 228-679-5910
Proposed Start Date: 06/05/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code):	
<div style="border: 1px dashed black; padding: 2px;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>04/07/22</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Please see attachment: DReese Remote Application Duties Explanation.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: DIANE REESE <small>Digitally signed by DIANE REESE Date: 2022.06.02 13:54:42 -05'00'</small>	Date: 06/02/2022
Supervisor's Signature: LaKeshia Robertson <small>Digitally signed by LaKeshia Robertson Date: 2022.06.06 11:20:22 -05'00'</small>	Date: 06/06/2022
AA/RA (or designee) Signature: FREDERICK THOMPSON <small>Digitally signed by FREDERICK THOMPSON Date: 2022.07.19 11:16:11 -04'00'</small>	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.



Appendix D – Remote Work Agreement

Employee's Name: Jennifer DiMaio	Job Title, Pay Plan, Series & Grade: Physical Scientist, GS13-8
Office/Region and Division: EPA/Region 4/Water Division	Address of Regular Office or Worksite: 61 Forsyth St., Atlanta, GA, 30303
Employee's Work Phone: 404-562-9268	Employee's Work Email Address: dimaio.jennifer@epa.gov
Supervisor's Name: Wade Lehmann	Supervisor's Work Phone & Email Address: 404-562-8082; lehmann.wade@epa.gov
Proposed Start Date: August 2022	Proposed End Date (for DETO):

Address of Remote Work Location (including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Local Commuting Area of Regular Office or Worksite:

☒ Yes ☐ No Domestic Employee Teleworking Overseas Arrangement

(Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy) (DETO): ☐ Yes ☐ No

Request:

Select one: ☒ New Request ☐ Request for Modification to Existing Agreement []

Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.

Approval/Disapproval (attach documentation):

☒ Approved ☐ Disapproved (cite reason(s) below)

Employee's Signature: JENNIFER DIMAIO Digitally signed by JENNIFER DIMAIO
Date: 2022.05.25 09:32:47 -04'00'

Supervisor's Signature: Lehmann, Wade Digitally signed by Lehmann, Wade
Date: 2022.07.13 11:39:35 -04'00'

Approval Official or Designee's Signature: FREDERICK
THOMPSON

Digitally signed by FREDERICK
THOMPSON
Date: 2022.08.13 17:05:05 -04'00'

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Stacy Hill	Job Title & Grade: Contract Specialist, GS-13
AAship/Region and Division: Region 4 - Mission Support Division	Address of Official Agency Worksite: 61 Forsyth Street, SW Atlanta, GA 30303
Employee's Work Phone: (404)562-8375	Employee's Work E-mail Address: HILL.STACY@EPA.GOV
First-line Supervisor: Michael A. Pigram	First-line Supervisor's Work Phone: 404-562-8237
Proposed Start Date: June 6, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 5px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>02/08/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

EPA acquisitions are managed with 100% electronic files in EPA's Acquisition System (EAS), which is accessed via the internet through the EPA VPN. Management of procurements are accomplished electronically using email, electronic file transfer systems (i.e., SharePoint), video-based teleconferencing and messaging (i.e., Microsoft Teams). Other systems routinely used are Compass Data Warehouse (CDW) and SharePoint, both of which are available outside the office via internet access. The National Archives and Records Administration (NARA) has a requirement to submit all paper files to records centers for long-term storage no later than December 2022. As a condition of remote work approval, the employee will report to the EPA Region 4 office to address all physical records. The time is not yet determined but will require each member to be in the office for a minimum of 2-3 days. Additional time may be required dependent upon the duration of the project. This employee has worked remotely for the last two year, and has effectively maintained professional, timely, and responsive communication with all parties (both internal and external). In addition, I've demonstrated the ability to successfully complete all assigned tasks within prescribed timelines. Approval of this remote

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: STACY HILL	Digitally signed by STACY HILL Date: 2022.05.17 10:14:35 -04'00'	Date: 5/17/2022
Supervisor's Signature: MICHAEL PIGRAM	Digitally signed by MICHAEL PIGRAM Date: 2022.05.17 10:31:19 -04'00'	Date: 5/17/2022
AA/RA (or designee) Signature: FREDERICK THOMPSON	Digitally signed by FREDERICK THOMPSON Date: 2022.10.12 16:39:58 -04'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Brandon Chapple	Job Title & Grade: Contract Specialist, GS-12
AAship/Region and Division: Region 4 - Mission Support Division	Address of Official Agency Worksite: 61 Forsyth Street, SW Atlanta, GA 30303
Employee's Work Phone: 404-562-8219	Employee's Work E-mail Address: chapple.brandon@epa.gov
First-line Supervisor: Michael A. Pigram	First-line Supervisor's Work Phone: 404-562-8237
Proposed Start Date: June 6, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>2/7/22</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

EPA acquisitions are managed with 100% electronic files in EPA's Acquisition System (EAS), which is accessed via the internet through the EPA VPN. Management of procurements are accomplished electronically using email, electronic file transfer systems (i.e., SharePoint), video-based teleconferencing and messaging (i.e., Microsoft Teams). Other systems routinely used are Compass Data Warehouse (CDW) and SharePoint, both of which are available outside the office via internet access. The National Archives and Records Administration (NARA) has a requirement to submit all paper files to records centers for long-term storage no later than December 2022. As a condition of remote work approval, I will report to the EPA Region 4 office to address all physical records. The time is not yet determined but will require each member to be in the office for a minimum of 2-3 days. Additional time may be required dependent upon the duration of the project. I have worked remotely for the last two years, and have effectively maintained professional, timely, and responsive communication with all parties (both internal and external). In addition, I've demonstrated the ability to successfully complete all assigned tasks within prescribed timelines. Approval of this remote work request will not diminish the ability

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: BRANDON CHAPPLE	Digitally signed by BRANDON CHAPPLE Date: 2022.05.16 12:01:51 -04'00'	Date: 5/16/22
Supervisor's Signature: MICHAEL PIGRAM	Digitally signed by MICHAEL PIGRAM Date: 2022.05.17 08:08:55 -04'00'	Date: 5/17/22
AA/RA (or designee) Signature: FREDERICK THOMPSON	Digitally signed by FREDERICK THOMPSON Date: 2022.10.12 16:37:44 -04'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Marirose Pratt	Job Title & Grade: Senior Attorney GS 15
AAship/Region and Division: Office of Regional Counsel, R4	Address of Official Agency Worksite: 61 Forsyth Street, Atlanta GA 30303
Employee's Work Phone: 404-562-9023	Employee's Work E-mail Address: pratt.marirose@epa.gov
First-line Supervisor: Valerie Nowell	First-line Supervisor's Work Phone: 404-652-9555
Proposed Start Date: May 2, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; text-align: center;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; text-align: center;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available): <div style="border: 1px dashed black; padding: 2px; text-align: center;"> Ex. 6 Personal Privacy (PP) </div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3/15/22</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

<p>Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:</p> <p>All of my work is portable, and working remotely allows me the flexibility to work a wider range of hours and accomplish tasks in a more efficient matter because I can adjust my work hours depending on my workload, deadlines, and availability of my work colleagues (e.g. when they are available for meetings). Additionally, working remotely helps me maintain a healthy work-life balance, which increases my overall mental health allowing me to be the best employee I can be.</p>		
<p>Approval/Disapproval (attach documentation):</p> <p><input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved (cite reason(s) below)</p>		
<p>Employee's Signature:</p> <p>MARIROSE PRATT</p>	<p>Digitally signed by MARIROSE PRATT Date: 2022.04.13 10:19:39 -04'00'</p>	<p>Date:</p>
<p>Supervisor's Signature:</p> <p>VALERIE NOWELL</p>	<p>Digitally signed by VALERIE NOWELL Date: 2022.04.13 16:38:52 -04'00'</p>	<p>Date:</p>
<p>AA/RA (or designee) Signature:</p> <p>FREDERICK THOMPSON</p>	<p>Digitally signed by FREDERICK THOMPSON Date: 2022.04.22 20:33:08 -04'00'</p>	<p>Date:</p>
<p>Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.</p>		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

EPA acquisitions are managed with 100% electronic files in EPA's Acquisition System (EAS), which is accessed via the internet through the EPA VPN. Management of procurements are accomplished electronically using email, electronic file transfer systems (i.e., SharePoint), video-based teleconferencing and messaging (i.e., Microsoft Teams). Other systems routinely used are Compass Data Warehouse (CDW) and SharePoint, both of which are available outside the office via internet access. The National Archives and Records Administration (NARA) has a requirement to submit all paper files to records centers for long-term storage no later than December 2022. As a condition of remote work approval, the employee will report to the EPA Region 4 office to address all physical records. The time is not yet determined but will require each member to be in the office for a minimum of 2-3 days. Additional time may be required dependent upon the duration of the project. This employee has worked remotely for the last two year, and has effectively maintained professional, timely, and responsive communication with all parties (both internal and external). In addition, I've demonstrated the ability to successfully complete all assigned tasks within prescribed timelines. Approval of this remote work request will not diminish the ability of AMS to meet mission needs or operational goals. As the first line supervisor, I recommend approval of this remote work request.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Suzanne Armor	Job Title & Grade: Attorney-Advisor/GS-14
AAship/Region and Division: Region 4 ORC/WLO	Address of Official Agency Worksite: 61 Forsyth Street, S.W., Atlanta, GA 30303
Employee's Work Phone: (404) 562-9701	Employee's Work E-mail Address: armor.suzanne@epa.gov
First-line Supervisor: Kavita Nagrani	First-line Supervisor's Work Phone: (404) 562-9697
Proposed Start Date: 05/22/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: (404) 562-9701	Alternate Phone Number (if available): Ex. 6 Personal Privacy (PP)
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Maxiflex schedule. Future schedule changes will be processed in accordance with the Work Schedule article and applicable EPA policies.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>03/09/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Please refer to attached Remote Work Application Eligibility Justification.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: SUZANNE ARMOR	Digitally signed by SUZANNE ARMOR Date: 2022.05.09 16:44:51 -04'00'	Date:
Supervisor's Signature: KAVITA NAGRANI	Digitally signed by KAVITA NAGRANI Date: 2022.05.13 10:21:26 -04'00'	Date:
AA/RA (or designee) Signature: FREDERICK THOMPSON	Digitally signed by FREDERICK THOMPSON Date: 2022.06.03 18:47:40 -04'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.



Appendix B – EPA Remote Work Self-Certification Safety Checklist

	Select a Response	Comments
1. Is the space free of asbestos material?	Yes	
2. If NO, is the asbestos undamaged and in good condition?	N/A	
3. Does the space appear to be free of indoor air quality problems?	Yes	
4. Is the workspace free from excess noise?	Yes	
5. Is water available and drinkable in the space?	Yes	
6. Is ventilation adequate?	Yes	
7. Is a bathroom available with hot and cold running water?	Yes	
8. Are there handrails for stairs with more than 3 steps?	Yes	
9. Are circuit breakers/fuses in the electrical panel labeled as to intended service?	Yes	
10. Do circuit breakers clearly indicate if they are opened or closed?	Yes	
11. Is electrical equipment free of recognized hazards that would cause physical harm (for example, frayed wires, bare conductors, loose wires, exposed wires fixed to the ceiling, a rat's nest of plugs in a single outlet and so on)?	Yes	
12. Will the building's electrical system permit the grounding of electrical equipment?	Yes	
13. Are aisles, doorways, and corners free of obstructions to permit visibility and movement?	Yes	
14. Do file cabinets and storage closets open so they do not obstruct walkways?	Yes	
15. Do chairs have stable and secure wheels/casters?	Yes	
16. Are rungs and legs of chairs stable and sturdy?	Yes	
17. Are the phone lines, electrical cords and extension wires safely secured?	Yes	
18. Is the office free of combustible materials?	Yes	
19. Is there adequate electrical lighting to accomplish the work assignments?	Yes	
20. Are floors surfaces clean, dry, and level?	Yes	
21. Are carpets well secured to the floor and free of frayed or worn seams?	Yes	
22. Are there any other known safety issues that should be addressed for this workspace?	No	

This checklist is designed to assess the overall safety of the Remote Work Location and must be completed and given to your supervisor with your Remote Work Agreement. Signing this form does not guarantee that the RWL is hazard free but does verify that the employee has made a reasonably careful inspection for potential hazards. Employees are responsible for informing their supervisors of any changes to their RWL that could impact the health and safety of the employee and others.

Employee Signature SUZANNE ARMOR
Digitally signed by SUZANNE ARMOR
Date: 2022.05.09 16:45:17 -04'00'

Supervisor Signature KAVITA NAGRANI
Digitally signed by KAVITA NAGRANI
Date: 2022.05.13 10:21:56 -04'00'

Print this certificate

Close this window



Suzanne Armor
Remote Work Application
Eligibility Justification

- ☐ **100% of the employee's work is portable and there is no expectation for the employee to regularly report to the office worksite each pay period;**

All of my work is portable. The EPA now implements technology that fully supports virtual engagement with stakeholders, as successfully demonstrated during the course of the COVID-19 pandemic. For instance, through the broad use of Teams and SharePoint, I can now hold impromptu, focused meetings with clients; share my screen in meetings; and collaborate on documents in real-time. The EPA also supports engagement on other platforms as well, including Zoom and WebEx. I am able to exchange documents with parties outside of the EPA through file-sharing services.

I can accomplish all required tasks remotely, through access to existing EPA resources. I do not manage or require access to non-electronic materials that would require me to regularly report to the Official Agency Worksite each pay period. I will follow all applicable EPA policies and procedures (including those that may not have yet been developed)¹ to receive and/or manage any hard-copy mail for me, whether that means changing my mailing address for personal/non-official mail (e.g., State Bar licensure and magazines) or obtaining a reasonable accommodation P.O. Box for receipt of official mail. I would defer to Region 4 management on further direction regarding how to proceed in this regard so as not to run afoul of Records Management requirements, incur undue reasonable accommodation costs, or unduly shift burdens to in-office personnel. I will also follow Agency policy and protocol on management of records and documents subject to litigation holds located at my remote work location (RWL). If my Agency equipment (laptop) needs service and/or maintenance, I am located within the Local Commuting Area and acknowledge that I may be required to report to the Official Agency Worksite for service and maintenance of such equipment.

- ☐ **Authorization for remote work will not unduly shift functions or responsibilities to other employees or require reassignment of current work or tasks to other staff (e.g., field work, inspections, mail, or hard copy scanning, addressing facilities issues);**

Performing my work remotely will not shift functions or responsibilities to others, or require reassignment of current work or tasks to others. I do not perform any tasks in my position description that would require me to report to the Official Agency Worksite and that, by my performing remotely, would need to be shifted to in-office personnel.

¹ I am not aware of any current Region 4 or EPA policy regarding the processing of mail for remote employees, but note that I would follow applicable policies if and when such policy is implemented. Handling of mail is one area for which the Agency should consider a uniform approach, given the sensitivity of materials involved and possible reasonable accommodation needs.

As noted above, I will follow all applicable EPA policies and procedures (including those yet to be developed) to receive and/or manage any hard-copy mail for me and to manage the records located at my RWL, so as not to unduly shift the burden of mail management to others.

I will manage my records in accordance with Agency policy, including any records at my RWL. I note that, as of the date of this Remote Work Application, I have been precluded from entering my office to perform any records management for documents in that space, pursuant to the Region's ongoing "Fresh Return Initiative" to address the presence of rodents in the Official Agency Worksite. I would respectfully request that, if ORC management intends to approve my Application, that I be allowed to clean out my existing office and conduct appropriate records management without those days being counted against my in-office time for Remote Work. It would seem to frustrate the intent of the Remote Work Article to not allow staff who have maintained an office space, but now wish to – and can demonstrate eligibility for – work remotely, to enter their Official Agency Worksite for the sole purpose of readying their spaces and records for remote work.

☐ **There is no adverse impact on other offices or programs;**

I can accomplish all my work remotely and foresee no adverse impact on other offices or programs. Indeed, in the over-two years that I have been teleworking full-time, my productivity, responsibilities, and workload have increased, to the overall benefit of the Agency. During this time period, I have successfully completed the rigorous one-year U.S. Army Corps of Engineers, South Atlantic Division (USACE SAD) Regional Leadership Development Program, Tier III (RLDP III) in a largely virtual setting, as well as serve as the current ORC Special Assistant, while fulfilling all of my tasks as an attorney in the Water Law Office and as the Region's lead Tribal Attorney.

Working remotely allows me more time and flexibility to meet the needs of the Region, including my ORC colleagues, my program clients, and the public. The average commuting time from my RWL to my duty station is 50 minutes one way, for a total of 100 minutes for each day worked in-office. Working remotely full-time, as opposed to teleworking 80% of my pay period, would free up an average of 200 minutes per pay period – over three hours – that I could spend performing my work tasks rather than commuting. Not having to commute also allows me to respond to requests that come up outside of my normal duty hours. Rather than being tethered to my vehicle and unable to take calls or respond to emails, I can be available for such needs.

Moreover, for some workers (myself included), remote work allows for a better work-life balance to meet the demands of being both a high-performing employee as well as a working parent. Remote work allows me the time I need to

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

This time I would get back from a treacherous commute will support my overall mental health, decrease the probability of my eventual burnout, and therefore increase the likelihood for employee retention, satisfaction, and longevity in the workplace. The Agency has invested considerable time and resources in my career, and remote work will support my continued success in supporting the Agency's mission.

I also note that a large percentage of EPA staff, particularly within ORC's Water Law Office (WLO), are likely to perform their work under the telework article, which allow for up to 80% of an employee's work to be performed at an alternate work location (and not in the office). Thus, it is highly unlikely – and even nearly improbable - that, out of our WLO staff of ten, the remaining nine members of our team will regularly be at the Official Agency Worksite on the same day, leaving me as the only member not working from the office. A much more likely scenario is that a majority of WLO staff, as well as of our program clients and colleagues, will be teleworking on any given day, using all the tools we have developed over the past years to support such telework and remote work, and that I would be just one of many staff members availing herself of these tools in the course of my interactions with my colleagues.

In addition, remote work allows for a reduction in overhead costs. The Region will not have to provide office space or supplies to support my work.

☐ **Tasks or work assignments can be performed at least equally effectively at the RWL;**

I can perform my work assignments at least equally effective, and, I would argue, better at the RWL than at the Official Agency Worksite. For the reasons explained above, my productivity, responsibilities, and workload have increased, to the overall benefit of the Agency, during my time fully teleworking. I believe I can continue that strong performance through remote work. For the vast majority of my assignments, I work independently. While I do interface regularly with my ORC and other EPA colleagues, in-person meetings are not required for us to effectively collaborate to support the Agency's mission. I have a long-standing track record of meeting – and, indeed, exceeding – my performance criteria in both telework and extended telework situations.

Additionally, my position does not require me to attend in-person events (public hearings, court appearances, etc.) more than five times per year. On the rare occasion when my presence in the office is required, I will comply with any orders to return to the Official Agency Worksite from my supervisor.

Moreover, many events that were once held exclusively in a face-to-face format are now routinely offered as both face-to-face and virtual, allowing me more flexibility to attend such events remotely if needed.

☐ **Employee's work does not require access to in office resources;**

I have all the tools I need to accomplish my work at my RWL, and, if approved for RWL, will ensure that I gather any other needed resources before beginning RWL (see discussion above re: records management at the Official Agency Worksite and physical mail). In addition, my active files are largely in digital format at this point. I have found little to no need over the past two years to access hard copies of Agency records. If that need arose, I would coordinate with the Region's records custodians to arrange for access and with my supervisor to determine if this would require me to work at the Official Agency Worksite.

- ☐ **There will be no foreseen disruption to customer service with any agency customers or stakeholders (e.g., public, states, industry);**

I can accomplish all of my duties at least equally effectively at the remote work place, and have an established track record of doing so. Prior to the COVID-19 pandemic, I performed telework on a regular basis with no impact the quality or timeliness of my performance. During that time, I routinely engaged with coworkers, the public, tribal representatives, outside counsel, and other interested parties telephonically or via teleconference rather than conducting in-person engagement. For instance, over the past five years (even pre-pandemic), there has been a significant shift away from in-person negotiations to virtual negotiations, accomplished either via email exchange and/or via teleconference.

During the pendency of the COVID-19 pandemic, this practice only continued to expand and the resources to support its continued use have become more pervasive, dynamic, and sophisticated in the legal field. The EPA has the tools available for remote workers to seamlessly support the Agency's mission in a fully-remote environment, if the Agency's leadership chooses to fully integrate remote workers in its day-to-day operations.

Remote engagement is an efficient and effective means to accomplish our work. Take, for example, an in-person Consent Decree negotiation. Before the widespread use of remote work capabilities, we would travel for two-to-three hours and likely spend at least one night in a hotel on per diem, for one two-to-four hour meeting. In a remote setting, that same two-to-four hour meeting can be accomplished with increased information-sharing and none of the travel costs or inefficiencies. I can be available before and after the meeting to work on other matters, whereas had I needed to travel, the rest of my workday would be spent in travel status, not being productive on other tasks.

Any perceived "need" for face-to-face meetings is not a true need but, rather, a preference. Thus, remote engagement should not be viewed as an impediment to being able to be engage with stakeholders but as a viable option to connect in a meaningful yet efficient manner.

- ☐ **The employee does not have duties or work assignments requiring face-to-face customer service or coworker interface; and**

I have no duties or work assignments that require face-to-face customer service or coworker interface that cannot be accomplished in a virtual setting. I am able to effectively communicate with coworkers, outside counsel, and the public through virtual means, as clearly demonstrated over the course of the past two years.

- ☐ **The employee has a demonstrated track record of meeting performance plan objectives and working without close supervision.**

I have a proven track record of exceeding my performance criteria, and have done so every year I have been employed by ORC [Ex. 6 Personal Privacy (PP)] even when taking on multiple, high-level tasks, including performing details or completing rigorous training courses (see above).

- ☐ **To work outside the Local Commuting Area (LCA), the employee must meet all requirements for remote work and must receive a written recommendation for doing so, in advance, from their supervisor or manager.**

I do not work outside my LCA, nor do I have any plans to do so.

END



Appendix D – Remote Work Agreement

Employee's Name: Stephen Krabbe	Job Title, Pay Plan, Series & Grade: Physical Scientist, GS-1301-13
Office/Region and Division: Region 7, ARD	Address of Regular Office or Worksite: 11211 Renner Blvd, Lenexa, KS 66061
Employee's Work Phone: 913-551-7991	Employee's Work Email Address: krabbe.stephen@epa.gov
Supervisor's Name: Lance Avey (acting)	Supervisor's Work Phone & Email Address: 913-551-7809 avey.lance@epa.gov
Proposed Start Date: 5/9/22	Proposed End Date (for DETO):
Address of Remote Work Location (including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Local Commuting Area of Regular Office or Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)	
Request: Select one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement []	
Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.	
Approval/Disapproval (attach documentation): <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved (cite reason(s) below)	
Employee's Signature: Krabbe, Stephen Digitally signed by Krabbe, Stephen Date: 2022.05.03 13:07:14 -05'00'	
Supervisor's Signature: ANDREW HAWKINS Digitally signed by ANDREW HAWKINS Date: 2022.05.10 16:02:19 -05'00'	

Approval Official or Designee's Signature:

EDWARD CHU

Digitally signed by EDWARD CHU
Date: 2022.05.24 11:43:48 -05'00'

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Elizabeth Richards	Job Title & Grade: Grants Management Specialis, GS 11
AAship/Region and Division: Region 7	Address of Official Agency Worksite: 11201 Renner Blvd. Lenexa KS 66219
Employee's Work Phone: 913-551-7781	Employee's Work E-mail Address: richards.elizabeth@epa.gov
First-line Supervisor: Debbie Titus	First-line Supervisor's Work Phone: 913-551-7712
Proposed Start Date: 5/8/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; text-align: center;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; text-align: center;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>2/23/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

In my current position I require the use of a laptop, a reliable internet connection, a quiet dedicated place to work, and access to the grants management and EPA filing systems to effectively perform my duties. As a grants management specialist I use an electronic system to process, review, and create award documents that is accessed through my EPA laptop. Working from the RWL does not remove me from access to any of the systems for managing grants, filing electronic documents, or from communicating with the grants, PO, and applicant teams. In addition, at the RWL I have a dedicated work place where I can work without distraction.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: Richards, Elizabeth	Digitally signed by Richards, Elizabeth Date: 2022.02.25 13:24:53 -06'00'	Date:
Supervisor's Signature: MODEQUE HUNTER	Digitally signed by MODEQUE HUNTER Date: 2022.05.18 09:00:01 -05'00'	Date:
AA/RA (or designee) Signature: EDWARD CHU	Digitally signed by EDWARD CHU Date: 2022.06.08 23:17:08 -05'00'	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.



Appendix D – Remote Work Agreement

Employee's Name: Michael McCullough	Job Title, Pay Plan, Series & Grade: Accountant, GS, 0510, 13
Office/Region and Division: Region 7 , Mission Support Division	Address of Regular Office or Worksite: 11201 Renner Boulevard , Lenexa, KS 66219
Employee's Work Phone: 913-551-7943	Employee's Work Email Address: mccullough.michael@epa.gov
Supervisor's Name: John Selman	Supervisor's Work Phone & Email Address: 913-551-7709 / selman.john@epa.gov
Proposed Start Date: 10/23/2022	Proposed End Date (for DETO):
Address of Remote Work Location (including city, state and zip code): <div style="border: 1px dashed black; padding: 5px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	
Within same Local Commuting Area of Regular Office or Worksite: <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)</div><div>Domestic Employee Teleworking Overseas Arrangement (DETO): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</div></div>	
Request: Select one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement []	
Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.	
Approval/Disapproval (attach documentation): <div style="margin-top: 10px;"><input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved (cite reason(s) below)</div>	
Employee's Signature: MICHAEL MCCULLOUGH <div style="text-align: right; margin-top: 10px;">Digitally signed by MICHAEL MCCULLOUGH Date: 2022.09.07 14:58:25 -04'00'</div>	
Supervisor's Signature: JOHN SELMAN <div style="text-align: right; margin-top: 10px;">Digitally signed by JOHN SELMAN Date: 2022.09.08 10:23:15 -05'00'</div>	

Approval Official or Designee's Signature:

EDWARD CHU

Digitally signed by EDWARD CHU

Date: 2022.09.16 09:15:00 -05'00'

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Alice I. Todd	Job Title & Grade: Information Management Specialist - GS 11
AAship/Region and Division: Region 7, Mission Support Division	Address of Official Agency Worksite: 11201 Renner Boulevard, Lenexa, KS 66219
Employee's Work Phone: 913-551-7304	Employee's Work E-mail Address: todd.alice@epa.gov
First-line Supervisor: Eric Gibbs	First-line Supervisor's Work Phone: 913-551-7790
Proposed Start Date: April 1, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available): Ex. 6 Personal Privacy (PP)
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>2/28/22</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Request: Approval of remote work every day of each pay period at an Alternate Work Location, (AWL), commencing April 1, 2022.

Justification: Since 3/13/2020, almost two years, I have performed all assignments/tasks from an alternate work location, (AWL), without need for on-site access to my permanent duty station. Duties performed at my AWL the past two years have included:

(1) R7 Purchase Card Holder, responsible for step-by-step actions to assure funds and Sec 889 form are available for vendor purchase activity. Invoice for services is received, and documented in the purchase log, along with payments made/allocated. Coordinate with requester during the process, on an as-needed basis.

(2) R7 POC for Directives and Delegations, responsible for coordination of R7 issuances with Office of Regional Counsel staff, and program staff for review of proposed directives from HQ.

(3) R7 POC for GPO Printing as Purchasing Control Officer. Responsible for the issuance of the SPA form to seek

Approval/Disapproval (attach documentation):

☒

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature:

Alice Todd

Digitally signed by Alice Todd

Date: 2022.03.03 11:31:29
-06'00'

Date:

3/3/2022

Supervisor's Signature:

ERIC GIBBS

Digitally signed by ERIC GIBBS

Date: 2022.03.03 12:02:48
-06'00'

Date:

3/3/2022

AA/RA (or designee) Signature:

EDWARD CHU

Digitally signed by EDWARD CHU

Date: 2022.03.10 09:25:36 -06'00'

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Ronda Krell	Job Title & Grade: Grants Specialist, GS-12
AAship/Region and Division: R7/MSD/RFMB/GMS	Address of Official Agency Worksite: 11201 Renner Blvd., Lenexa, KS 66219
Employee's Work Phone: 913-551-7531	Employee's Work E-mail Address: krell.ronda@epa.gov
First-line Supervisor: Whitney Rawls	First-line Supervisor's Work Phone: 913-551-7678
Proposed Start Date: February 1, 2023	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>2/24/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

<p>Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:</p> <p>I have been teleworking since the start of the Covid-19 pandemic. In March 2022, I was approved to work remotely. Prior to the pandemic, I suffered nearly daily migraines due to the type of lighting that is used in the office. Since working from home, Ex. 6 Personal Privacy (PP) and am able to focus on tasks which has increased my productivity. Working remotely has Ex. 6 Personal Privacy (PP) I would like to request remote telework as I believe that not only will it benefit me from not having daily migraines, it will also be a cost benefit to EPA as I won't be using as much sick leave. Another benefit is that EPA will have additional space available with the new hires coming on board over the next couple of years. During inclement weather, should the office be shut down, I will be able to continue working. Also, working remotely will reduce my carbon footprint, allowing me to play a small part in helping our environment.</p> <p>As a Grants Specialist for MSD/RFMB/GMS, I have no paper records and all of my work is electronic; utilizing multiple online databases and attending meetings through the use of Microsoft Teams.</p> <p>Approval/Disapproval (attach documentation):</p> <p><input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved (cite reason(s) below)</p>		
<p>Employee's Signature:</p> <p>Ronda Krell</p>	<p>Digitally signed by Ronda Krell Date: 2023.01.30 14:42:58 -06'00'</p>	<p>Date:</p> <p>January 30, 2023</p>
<p>Supervisor's Signature:</p> <p>WHITNEY RAWLS</p>	<p>Digitally signed by WHITNEY RAWLS Date: 2023.01.30 16:48:55 -06'00'</p>	<p>Date:</p> <p>January 30, 2023</p>
<p>AA/RA (or designee) Signature:</p> <p>EDWARD CHU</p>	<p>Digitally signed by EDWARD CHU Date: 2023.02.02 10:49:55 -06'00'</p>	<p>Date:</p>
<p>Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.</p>		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Alice Todd Remote Work Text

Request: Approval of remote work every day of each pay period at an Alternate Work Location, (AWL), commencing April 1, 2022.

Justification: Since 3/13/2020, almost two years, I have performed all assignments/tasks from an alternate work location, (AWL), without need for on-site access to my permanent duty station. Duties performed at my AWL the past two years have included:

- (1) R7 Purchase Card Holder, responsible for step-by-step actions to assure funds and Sec 889 form are available for vendor purchase activity. Invoice for services is received, and documented in the purchase log, along with payments made/allocated. Coordinate with requester during the process, on an as-needed basis.
- (2) R7 POC for Directives and Delegations, responsible for coordination of R7 issuances with Office of Regional Counsel staff, and program staff for review of proposed directives from HQ.
- (3) R7 POC for GPO Printing as Purchasing Control Officer. Responsible for the issuance of the SPA form to seek funding for R7 program printing needs from GPO approved vendors. Coordinate with program staff on each transaction from initiation of order to vendor reimbursement upon delivery of product.
- (4) R7 POC for the R7 Program Service Directory. Responsible for maintaining an up-to-date directory, (a subject matter POC reference for the Customer Service Line referrals), which is posted on R7@Work for region-wide access. The directory is currently a 40-page document, reviewed by staff and updated every 6 months.
- (5) Customer Service Line Support: Serve as back-up support to primary operator, by transferring my work phone extension to my AWL to receive customer calls when primary operator is away from phone, or on leave. Provide customers with a direct number/extension to reach subject matter POCs. Respond to after hour calls left in voice mail, by seeking additional clarification from the caller or routing voice mail message directly to a POC for response.

During this pandemic all duties have been performed from my alternate work location in an independent manner. Customer service needs have been fulfilled without question. Future work from my AWL will continue in the same positive manner to meet the needs of both external and internal EPA customers.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: John Selman	Job Title & Grade: Management & Program Analyst GS13
AAship/Region and Division: 07	Address of Official Agency Worksite: 11201 Renner Blvd., Lenexa KS 66012
Employee's Work Phone: 913.551.7709	Employee's Work E-mail Address: selman@epa.gov
First-line Supervisor: Modeque Hunter	First-line Supervisor's Work Phone: 913-551-7849
Proposed Start Date: 05/22/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; margin-top: 5px;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; margin-top: 5px;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>13 June 2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

My work is computer based and is primarily completed by interacting with EPA databases, such as OCFO, CDW, CBOR, and intranet sites such as SharePoint. There are no manual files that I must retrieve from the office and I can perform all of my duties unimpeded by using the Internet.

All of my meetings are offered in person and virtual via MS Office Teams. My working from home enhances my ability to provide responsive and timely services by spending less time on the road traveling to work and more time online performing technical tasks in support of the Mission Support Division's efforts.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: JOHN SELMAN <small>Digitally signed by JOHN SELMAN Date: 2022.05.10 11:51:24 -05'00'</small>	Date:
Supervisor's Signature: MODEQUE HUNTER <small>Digitally signed by MODEQUE HUNTER Date: 2022.05.13 09:14:06 -05'00'</small>	Date:
AA/RA (or designee) Signature: EDWARD CHU <small>Digitally signed by EDWARD CHU Date: 2022.05.24 12:02:00 -05'00'</small>	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.



Appendix D – Remote Work Agreement

Employee's Name: Tracey Ramsey	Job Title, Pay Plan, Series & Grade: Life Scientist, 0401 GS12
Office/Region and Division: Region 7 ECAD	Address of Regular Office or Worksite: 11201 Renner Blvd., Lenexa KS 66219
Employee's Work Phone: 913-551-7475	Employee's Work Email Address: ramsey.tracey@epa.gov
Supervisor's Name: Candace Bednar	Supervisor's Work Phone & Email Address: 913-551-7562
Proposed Start Date: 11/21/22	Proposed End Date (for DETO):
Address of Remote Work Location (including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Local Commuting Area of Regular Office or Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)	
Request: Select one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement []	
Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.	
Approval/Disapproval (attach documentation): <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved (cite reason(s) below)	
Employee's Signature: TRACEY RAMSEY Digitally signed by TRACEY RAMSEY Date: 2022.10.27 13:59:27 -05'00'	
Supervisor's Signature: CANDACE BEDNAR Digitally signed by CANDACE BEDNAR Date: 2022.11.03 15:06:17 -05'00'	

Approval Official or Designee's Signature:

EDWARD CHU

Digitally signed by EDWARD CHU

Date: 2023.01.20 12:47:32 -06'00'

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Kimberly E. Smith	Job Title & Grade: Finance Technician / GS/08/09
AAship/Region and Division: MSD/RFMB	Address of Official Agency Worksite: 11201 Renner Blvd, Lenexa, KS 66219
Employee's Work Phone: 913-551-7466	Employee's Work E-mail Address: smith.kimberlye@epa.gov
First-line Supervisor: Modeque Hunter	First-line Supervisor's Work Phone: 913-551-7849
Proposed Start Date: 3128 North 68th Street, Kansas City, KS 66109	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: cell: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input type="checkbox"/> Remote Work Training taken on <u>02/24/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

As an experienced long-term regular teleworker, and as an experienced long-term unscheduled teleworker for the past almost two years of the Covid pandemic, I have successfully and effectively performed all of my duties from my Remote Work location. I am able to and have proven that 100% of my duties can be successfully performed from my Remote Work location with the same quality and efficiency as from the Official Agency worksite. My work quality and my flexibility are both equal to and have improved while performing my duties from my Remote Work location. Approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: Smith, Kimberly E.	Digitally signed by Smith, Kimberly E. Date: 2022.05.18 09:26:03 -05'00'	Date:
Supervisor's Signature: MODEQUE HUNTER	Digitally signed by MODEQUE HUNTER Date: 2022.05.18 09:31:55 -05'00'	Date:
AA/RA (or designee) Signature: EDWARD CHU	Digitally signed by EDWARD CHU Date: 2022.06.08 23:18:27 -05'00'	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix C- EPA-NTEU Telework Application

Employee Name: Robert Webber		Job Title & Grade: Env. Engineer GS-13			
Office/Region and Division: Region 7 ARD					
Employee's Work Phone: 913-551-7251		Employee's Work E-mail Address: webber.robert@epa.gov			
First-line Supervisor: Amy Algae-Eakin		First-line Supervisor's Work Phone: 913-551-7942			
Proposed Start Date: 04/24/2022		Proposed End Date: (for Medical Telework) _			
Address of Alternate Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)					
Phone Number of Alternate Work Location: Ex. 6 Personal Privacy (PP)		Fax Number of Alternate Work Location (if applicable):			
Request: <input type="checkbox"/> New Request Agreement <input checked="" type="checkbox"/> Annual Recertification <input checked="" type="checkbox"/> Request for Modification to Existing					
Type of Telework Agreement: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Episodic <input type="checkbox"/> Medical <input checked="" type="checkbox"/> Full-time					
If Regular Telework, Number of days per week: <u>5</u> or number of days per pay period: _					
<input type="checkbox"/> If request is for Medical Telework, medical documentation justifying the reason for the request and the projected duration that it will be needed is attached to the application. (If requested by supervisor).					
Requested Telework Schedule: For Regular and Full-time teleworkers, identifying your requested work schedule/location.					
	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	DFS	DFS	DFS	DFS	DFS
Pay Period Week #2					
Official Worksite					
Alternate Work Location	DFS	DFS	DFS	DFS	DFS
Description of Portable Work to be performed at Alternate Work Location: Tribal NSR Permitting, Air Standards, and Delegations					
Approval/Disapproval (attach additional documentation, if needed): <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Approved with Modifications (cite reason(s) and modification below) <input type="checkbox"/> Disapproved (cite reason(s) below)					
Employee's Signature: ROBERT WEBBER <small>Digitally signed by ROBERT WEBBER Date: 2022.04.13 09:30:24 -05'00'</small>				Date: 04/13/2022	
Supervisor's Signature: <small>Date: 2022.04.15 07:44:18 -05'00'</small>				Date:	
DAA/DRA (or designee Signature (For Full-time Telework): EDWARD CHU <small>Digitally signed by EDWARD CHU Date: 2022.04.21 10:17:16 -05'00'</small>				Date:	
NOTE: If approved, employee agrees to submit and sign the EPA-NTEU Telework Agreement and Self-Certification Safety Checklist.					
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.					

Appendix D- EPA-NTEU Telework Agreement

Section 1. Employee/Office Information

Employee Name: Robert Webber	Job Title & Grade: Env. Engineer GS-13
Office/Region and Division: Region 7 ARD	
Employee's Work Phone: 913-551-7251	Employee's Work E-mail Address: webber.robert@epa.gov
First-line Supervisor: Amy Algoe-Eakin	First-line Supervisor's Work Phone: 913-551-7942
Proposed Start Date: 04/24/2022	Proposed End Date: (for Medical Telework)
Address of Alternate Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Phone Number of Alternate Work Location: Ex. 6 Personal Privacy (PP)	Fax Number of Alternate Work Location (if applicable):

Section 2. Type(s) of Telework Approved (Check appropriate box(es)):

Type of Telework Agreement:

 ☒ Regular

 ☐ Episodic

 ☐ Medical

 ☒ Full-time

All types of Telework Agreements May Require Unscheduled Telework: In the event of an office closure, telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described on Section 6(D) of the Telework Article prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of the Article prevent work from the AWL.

Section 3. Employee's Approved Telework Schedule

The employee's work schedule (official tour of duty) while participating in the Telework Program is listed below.

The employee agrees to observe hours of work in accordance with established policies. The employee's work schedule at an AWL must be the same as that in place at the official worksite.

	Monday	Tuesday	Wednesday	Thursday	Friday
Pay Period Week #1					
Official Worksite					
Alternate Work Location	DFS	DFS	DFS	DFS	DFS
Pay Period Week #2					
Official Worksite					
Alternate Work Location	DFS	DFS	DFS	DFS	DFS

Section 4. Time and Attendance Requirements

General: The governing rules, regulations and policies regarding time and attendance, overtime, leave, work schedules, including all requirements for supervisory approvals, are unchanged by participation in Telework.

Time Reporting Codes: Employee's timekeeper (if applicable) will have a copy of the employee's Telework schedule. Employees must enter their time and attendance as Telework Time using the designated codes established for each telework category. Employee's supervisor will certify bi-weekly time and attendance for hours worked.

Work Schedules: Employees who telework will work the same schedules that they work in the official worksite, including compressed or flexible schedules under an approved alternate work schedule plan and may not work non-standard evenings and weekend schedules. Eligible work schedules for employees participating in telework are the same as those employees working at the official worksite. In the event of emergency or extreme circumstances, work schedules may be changed with supervisor approval and in accordance with established procedures.

This agreement does not restrict the employee's right to request a change of schedule in accordance with existing policies.

Leave: Employees performing work at the alternate work location will follow established procedures for requesting and obtaining approval of leave, consistent with the Collective Bargaining Agreement, applicable laws, rules, regulations and Agency policies.

Overtime/Compensatory Time: Employees performing work at the AWL are subject to the same maximum workday limits as they would be if they were performing work at the official duty station. Employees must seek prior approval from their supervisor prior to working overtime or compensatory time at their AWL.

Section 5. Work Performed at AWL

Monitoring Performance: Teleworkers and non-teleworkers are treated identically for the purposes of monitoring and assessing job performance; however, supervisors may need to utilize different mechanisms for communicating with teleworking employees.

Communication during Telework: Employees are responsible for communicating as needed with their supervisors to receive assignments and complete work in accordance with the supervisor's instructions. The employee agrees to maintain communication with the supervisor while teleworking, and work with the supervisor to overcome problems or obstacles as they occur so that the work of the organization is accomplished in an effective and timely manner.

Teleworking employees must ensure that working from the AWL causes no disruption in the efficiency of work, and that the employee is available to his or her customers, co-workers and supervisors. This means, for example, that teleworking employees cannot make their regular teleworking hours unavailable for calls, meetings, or virtual meetings in their electronic calendars or put "out of office" messages on e-mail and voice mail systems indicating that they are unavailable.

Inability to Work at AWL: In the event of interruptions in communications caused by the failure of agency equipment/technology, employees will promptly notify their supervisor or their designee and they will provide guidance on how to proceed in order to minimize disruption in work. If the employee is unable to work at the AWL due to circumstances beyond his or her control, including technical issues with the Agency's network or equipment, the employee should contact his or her supervisor to request the appropriate leave or to notify the supervisor that he or she will return to the office worksite, if practicable. Contact shall be made in a timely manner, typically within thirty (30) minutes of such an inability, absent extenuating circumstances.

Note: Reference Section 4 of the Article regarding Guidelines and Operating Principles.

Section 6. Employee Eligibility

Employee agrees that in order to maintain eligibility for telework:

- The employee has sufficient portable work for the amount of Telework requested;
- The employee is currently performing at the "Fully Successful" level or above. If an employee's last rating of record is less than fully successful a supervisor may nevertheless at his or her discretion approve such and employee to telework if the supervisor determines that the employee is now performing at a fully successful level or higher;
- The employee has no documented performance deficiencies within the preceding 12 months;
- The employee has no documented conduct deficiencies within the preceding 12 months, including but not limited to letters of reprimand, written warnings or leave restrictions (unless the supervisor determines that the conduct deficiencies have no impact on employee eligibility for telework);
- The employee has not been absent without permission for (5) five or more days in a calendar year, or violated subpart G of the Standards of Ethical Conduct for Employees of the Executive Branch pertaining to pornography;
- The employee agrees to return to the official worksite on a telework day if required to do so by his or her supervisor pursuant to recall procedures contained in Section 13A;
- The employee continues to comply with the terms of his or her written and approved Telework Agreement; and;

- The employee has been employed at the EPA for at least a reasonable “orientation” period of 90 days up to six (6) months, as determined by the supervisor. In addition to the basic eligibility requirements for EPA employees noted above, managers authorizing telework for new employees should consider previous federal service, if any, length and nature of previous work experience, and any previous experience teleworking.

Note: Reference Section 8 of the Article for additional eligibility requirements.

Section 7. Recalls to Official Worksite

Employees participating in the telework program, including full-time telework must be accessible and available for recall to their official worksite for a variety of reasons such as, but not limited to: a compelling need for in-person participation in meetings or briefings, special assignments, training, travel, unscheduled absence of other employees, emergencies or other situations deemed necessary by the supervisor to meet mission, staffing, and workload requirements.

A supervisor may recall an employee to the official worksite by notifying them at least 24 hours in advance. A supervisor may recall an employee to the official worksite with fewer than 24 hours advance notice when recall is essential for the Agency to meet its mission and the employee is not prevented from commuting to the official worksite.

An employee may request but, is not entitled to another telework day as a result of being recalled to the official worksite on an otherwise scheduled telework day, or for any other reason being unable to telework on a scheduled day.

Section 8. Changes in Operating Status

Office Closure: In the event of an office closure, Telework-ready employees already scheduled to Telework that day are required to do so unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Telework-ready employees not scheduled to Telework that day are required, in coordination with their supervisor, to utilize unscheduled Telework to the maximum extent possible, subject to available, portable work unless other circumstances described in Section 6(D) of Article 54 prevent work from the AWL. Employees are not entitled to receive overtime pay, credit hours, or compensatory time off for performing work during their regularly-scheduled hours even though the office is closed. Employees reporting to an AWL other than the employee's primary residence during the work week will follow the closure or dismissal procedures of the AWL.

Late Arrivals/Early Dismissals at the Regular Office Location: In the event of an early dismissal or late arrival to the regular office location, Telework-ready employees already scheduled to Telework that day are required to Telework their regularly-scheduled non-overtime hours. Late arrival and early dismissal procedures do not apply to employees that are already scheduled to telework on that day or exercise the option to telework on that day if that option is also offered pursuant to Section 6(C) of Article 54.

Liberal/Optional Use of Telework announced: In the event the office is open but there is an announcement of liberal or optional use of Telework that day, Telework-ready employees not otherwise scheduled to Telework may come to the office, or request approval for unscheduled Telework, or request approval for annual, credit hours or other leave. Consistent with Section 6(D) of Article 54, employees are encouraged to work with their supervisors to ensure that they have available, portable work and the necessary equipment to enable them to telework if they anticipate that they may request unscheduled telework when this is offered due to adverse weather conditions.

General Provisions: It is recommended that supervisors and telework-ready employees coordinate in advance if there is an anticipated severe weather event to ensure that employees have portable work and the necessary equipment to perform telework during an office closure. Telework-ready employees with limited portable work are encouraged to work with their supervisors to consolidate work in a manner to allow them to telework during adverse weather conditions.

As with scheduled telework, an employee performing unscheduled telework must have sufficient amount of work to perform throughout the workday when teleworking. An employee who does not have enough work must report to the office if it is open, contact their supervisor for additional work, or request annual leave, credit time or other leave. When the severe weather or other circumstances prevent work from the AWL (e.g. electricity, employee must evacuate, infrastructure/connectivity and child/elder care issues) and the office is closed to employees, a telework-ready employee may be granted administrative leave by his or her supervisor or manager.

Section 9. Unauthorized Use of Telework

Supervisors, managers and approving officials are prohibited from authorizing regular, episodic, or unscheduled telework for employees seeking to engage in activities solely of a personal, non-work related nature that should otherwise be accommodated through other appropriate processes.

Examples of unauthorized telework include, but are not limited to:

- Substituting telework for dependent/elder care (i.e. when the home is the AWL, an employee should not be using telework as a means to care for his or her spouse, child, or relative);

- Allowing an employee to telework in lieu of leave;
- Accommodating an employee's personal requests that should legitimately be resolved by other appropriate means (e.g., sick leave, annual leave, leave without pay, donated leave, advanced leave, accrued compensatory time, change in work schedule, reassignment, etc.); and
- Including time spent in routine commuting to and from the official worksite.

There may be circumstances where telework eligible employees utilize leave for a portion of the workday and at the supervisor's discretion may be permitted to telework at an AWL for the remainder of the workday.

Section 10. Equipment, Security and Records

Agency-Owned Equipment: Employees who have an Agency-issued laptop or mobile phone assigned to them may use such equipment while teleworking and shall take reasonable safeguards against theft and damage when they do so. All agency issued equipment and supplies remain the property of the Agency, and EPA remains responsible for service and maintenance of that equipment. EPA is under no obligation to provide such equipment to an employee solely for the purpose of teleworking. EPA is under no obligation to service or maintain equipment belonging to the employee, even if the employee uses it for Agency work.

The Agency will provide necessary office supplies that are regularly available at the Agency (such as paper, pens, disks/drives, envelopes, tape, staples, etc.).

Employee-Owned Equipment: If an employee furnishes his or her own equipment/workstation at home, the government will not reimburse the employee for the purchasing costs of the equipment/workstation. In addition, the employee is responsible for the maintenance, repair, and replacement of privately-owned equipment.

Expenses at AWL: No reimbursement for any AWL expenses. EPA will not reimburse employees for any operating costs, home maintenance, utility costs or other residential costs, or for any telephone or internet service. Government-issued calling cards or mobile phones may be used by teleworking employees for official government business.

Employees working at an AWL outside of the LCA: The Agency is responsible for service and maintenance of Agency equipment. In cases where Agency equipment is in need of repair and upgrade, the Agency will make all reasonable efforts to initiate repairs and upgrades remotely. However, should on-site assistance be required, employees must either return to their home office or make other arrangements with their supervisor to ensure that repairs and upgrades can be made expeditiously. In consultation with the employee, supervisors will make determinations over questions such as the employee's duty status, appropriate work assignments and potential temporary equipment during the interim period between when repairs and upgrades are required and when they are completed.

Technology Security: The employee must comply with EPA/Regional/Office policies for information technology security and use of government equipment/materials.

Records Management: When working at an AWL, EPA employees must continue to comply with EPA's Records Management Policy and any other applicable policies on using, creating, maintaining, and disposing of records. Employees shall also comply with the Federal Records Act, the Freedom of Information Act (FOIA), the terms of litigation holds, discovery in litigation and any requests for records by the Office of Inspector General. Any record removed from the official worksite for Telework assignments remains the property of EPA and any information generated from Telework assignments is the property of EPA. Employees are responsible for maintaining the integrity of their records and for producing records on demand. Agency work maintained on an Employee's personal computer or any portable media (e.g., disks, flash drives) may be subject to litigation discovery or FOIA even if it is not considered a record under the Federal Records Act.

The employee agrees to use approved safeguards to protect Agency records from unauthorized disclosure or damage and to comply with the requirements set forth in the Privacy Act of 1974, as amended, 5 U.S.C. 552a, and those concerning release of confidential business information (CBI).

Section 11. Full-time Telework

Eligibility: In addition to meeting the eligibility requirements set forth above for all teleworkers, employees seeking to Telework full-time must meet the additional criteria set forth below. As with all Telework, management reserves the right to determine if authorizing an employee to perform full-time Telework is appropriate. Approval for full-time Telework should only be authorized in those instances when:

1. All of the employee's work is portable;
2. The employee's position requires minimal in-person interface with management officials and other employees;

3. The employee has a demonstrated track record of meeting performance plan objectives and working without close supervision;
4. Technology needed to perform duties is available and fully functional; and,
5. The DAA or DRA, or their designee, has approved the request for full-time telework based on a determination that an employee meets all required criteria in this section.

Approvals for Full-time Telework: All requests for telework must be approved in writing by the requesting employee's immediate supervisor or other appropriate agency manager, and may be terminated at any time based upon an employee's failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. A request for full-time telework must also be approved in writing by the Deputy Assistant Administrator (DAA) or Deputy Regional Administrator (DRA) (or their designee) of the employee's organization.

Termination of Full-time Telework Agreement: If the Telework agreement is terminated for any reason, the employee is responsible for all costs associated with returning to the official worksite location. The first-line supervisor will notify the employee of the decision to terminate full-time telework and will provide 10 (ten) work days to return to work unless an alternate return date is granted by the supervisor upon request by the employee.

Relocation: Requests by employees engaged in full-time telework who are seeking to relocate outside of the local commuting area will be approved only in circumstances where an employee meets all the requirements set forth in both Section 9A and Section 9E of Article 54. Any such request is voluntary on the part of the employee. The relocation, if approved, would be for the convenience and benefit of the employee, and the Agency will therefore not pay for nor reimburse any relocation costs incurred by the employee. Employees engaged in full-time telework seeking to change their Official Worksite to relocate outside of the local commuting area must receive the written recommendation for doing so, in advance, from their supervisor or manager. The written recommendation must be submitted by the supervisor to the DAA or ORA (or their designee) that clearly explains how the employee is fully able to perform all of his or her duties effectively from the remote location, so that approval of the request will not, under any circumstances, diminish the Agency's ability to accomplish its mission and meet its operational goals. An assessment of relocation requests, must, at a minimum include 1) a consideration of the employee's current and likely future duties and whether or not the employee is likely to retain full-time telework eligibility in the future; and, 2) the costs associated with any recall that may be necessary (particularly those requesting to relocate significantly outside of the local commuting area). This documentation must be approved and signed by the OAA/ORA (or their designee). If disapproved, the OAA/ORA (or their designee) will respond in writing with the reasons the request was denied.

Change in official worksite will impact employee locality pay.

Section 12. Safety Certification, Property Damage and Personal Injury

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met in order to seek approval for the employee's AWL. The employee will notify the supervisor if anything changes at the AWL, and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Property Damage and Personal Injury: Questions related to claims for personal property damage or loss or personal injury related to the employee's performance of official duties should be directed to the servicing Human Resources Office. The Agency will address issues of employee or Agency liability in accordance with the specific facts of each case and under the provisions of the Federal Employees Claims Act, the Federal Tort Claims Act, the Military Personnel and Civilian Employees Claims Act, and local law as appropriate.

The employee is covered under the Federal Employee's Compensation Act (FECA) if injured in the course of performing official duties at the official worksite or AWL, in accordance with applicable Department of Labor regulations and standards governing FECA liability.

(NOTE: Any accident or injury occurring at the AWL must be brought to the immediate attention of the supervisor and the servicing Human Resources Office and/or other designated office (e.g., Health and Safety). Because an employment-related accident sustained by an employee participating in the Telework Program could occur outside the premises of the official duty station, the supervisor must investigate all reports immediately following notification.)

Inspections of AWL: Provided the employee is given at least 24 hours advance notice, the employee agrees to permit periodic inspections of his/her AWL during the employee's normal working hours to ensure site conformance with safety standards. Such inspections will occur only on days when the employee is working at the AWL.

Section 13. Changes, review and Termination of Telework Agreements

Telework is a voluntary program and not an employee entitlement. The operational needs of the Agency are paramount. Employees who telework do not have an automatic right to continue teleworking. Telework arrangements may be modified, adjusted, or terminated at any time by management based upon an employee's failure to adhere to requirements of this agreement or based upon any other consideration impacting employee eligibility. Telework arrangements may also be modified, adjusted, or terminated at any time when requested by an employee. Management has the right at any time to end an employee's use of telework, if, for example, the employee's performance falls below fully successful, the employee engages in misconduct, the employee fails to comply with this Article or with the terms of the employee's Telework Agreement, or if the telework arrangement no longer meets the organization's needs. Participation in telework will be terminated when the employee no longer meets the eligibility criteria.

Management shall provide sufficient notice (typically 7 calendar days), when feasible, before modifying or terminating a Telework Agreement to allow the affected employee to make necessary arrangements. The reason for termination will be documented, signed by the supervisor/approving official, and furnished to the affected employee. Consent or acknowledgement via signature by the affected employee is not required for the termination of telework to take effect.

When any significant aspect of an employee's work changes (e.g. position, work assigned, alternate work location), the supervisor will reassess the portability and suitability of employee's work for continued telework approval.

An employee may withdraw an application for telework, or terminate an approved Telework Agreement, at any time without prejudice, and return to the regular work location. The employee must notify the supervisor in writing, and the supervisor should in turn acknowledge the employee's notice in writing, to prevent misunderstandings about work location.

Section 14. Employee Certification and Signature


Employee Certification: I certify that I have read and understand the EPA-NTEU Telework Article and this Telework Agreement Form. I understand that this Agreement may be used or reviewed by management and EPA's Agency and local telework coordinators for the purpose of implementing agency policy and assessing EPA's Telework Program. I certify that I have read and understand the requirements regarding the safety and liability, safeguarding information, and other requirements included in this Agreement. I will work according to this Telework Agreement. I have the equipment necessary to accomplish my work at my alternative work location (AWL) and I have completed the required telework training for employees.

Telework Training

Employee completed required telework training (attached certificate of completion.) Date: 04/13/2022

Employee's Signature:

ROBERT WEBBER

 Digitally signed by ROBERT WEBBER
Date: 2022.04.13 09:31:43 -05'00'

Date: 04/13/2022


Supervisor's Signature:

Amy
Date: 2022.04.15 07:44:55 -05'00'

Date:

DAA/DRA (or designee Signature (For Full-time Telework):

EDWARD CHU

 Digitally signed by EDWARD CHU
Date: 2022.04.21 10:18:00 -05'00'

Date:

Privacy Act Statement: This information is subject to the Privacy Act of 1974 (5 Y.S.C. Section 552a)

Appendix E – NTEU EMPLOYEE SELF-CERTIFICATION SAFETY CHECKLIST

The following checklist is designed to assess the overall safety of the Alternate Work Location (AWL) and must be completed and given to your supervisor with your Telework Application.

	Yes	No	N/A	Comments
1. Is the space free of asbestos material?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. If NO, is the asbestos undamaged and in good condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3. Does the space appear to be free of indoor air quality problems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Is the work space free from excess noise?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Is water available and drinkable in the space?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Is ventilation adequate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Is a bathroom available with hot and cold running water?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Are there handrails for stairs with more than 3 steps?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Are circuit breakers/fuses in the electrical panel labeled as to intended service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Do circuit breakers clearly indicate if they are opened or closed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Is electrical equipment free of recognized hazards that would cause physical harm (for example, frayed wires, bare conductors, loose wires, exposed wires fixed to the ceiling, a rat's nest of plugs in a single outlet and so on)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Will the building's electrical system permit the grounding of electrical equipment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Are aisles, doorways, and corners free of obstructions to permit visibility and movement?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Do file cabinets and storage closets open so they do not obstruct walkways?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Do chairs have stable and secure wheels/casters?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Are rungs and legs of chairs stable and sturdy?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Are the phone lines, electrical cords and extension wires safely secured?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Is the office free of combustible materials?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Is there adequate electrical lightning to accomplish the work assignments?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20. Are floor surfaces clean, dry, and level?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21. Are carpets well secured to the floor and free of frayed or worn seams?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22. Are there any other known safety issues that should be addressed for this work space?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Signing this form does not guarantee that the AWL is hazard free, but does verify that the employee has made a reasonably careful inspection for potential hazards. Employees are responsible for informing their supervisors of any changes to their AWL which could impact on health and safety of the employee and others.

Employee's Signature **ROBERT WEBBER** Digitally signed by ROBERT WEBBER
Date: 2022.04.13 09:34:08 -05'00'

Date 04/13/2022

Supervisor's Signature Digitally signed by Algae-Eakin, Amy
Date: 2022.04.15 07:45:36 -05'00'

Date _____



Appendix D – Remote Work Agreement

Employee's Name: Gustavo Queiroz	Job Title, Pay Plan, Series & Grade: Engineer, GS-13
Office/Region and Division: EPA Region 7	Address of Regular Office or Worksite: 11201 Renner Boulevard, Lenexa, KS, 66219
Employee's Work Phone: 913-551-7543	Employee's Work Email Address: queiroz.gustavo@epa.gov
Supervisor's Name: Amy Algoe-Eakin	Supervisor's Work Phone & Email Address: 913-551-7942
Proposed Start Date: 06/01/2022	Proposed End Date (for DETO):

Address of Remote Work Location (including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Local Commuting Area of Regular Office or Worksite:

☒ Yes ☐ No

Domestic Employee Teleworking Overseas Arrangement

(Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)

(DETO): ☐ Yes ☐ No

Request:

Select one: ☒ New Request ☐ Request for Modification to Existing Agreement []

Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.

Approval/Disapproval (attach documentation):

☒ Approved ☐ Disapproved (cite reason(s) below)

Employee's Signature:

GUSTAVO QUEIROZ

Digitally signed by GUSTAVO
QUEIROZ
Date: 2022.05.27 10:16:54 -05'00'

Supervisor's Signature: Digitally signed by Algoe-Eakin, Amy
Date: 2022.06.06 11:54:36 -05'00'

Approval Official or Designee's Signature:

EDWARD CHU

Digitally signed by EDWARD CHU

Date: 2022.06.28 10:46:49 -05'00'

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: LaToya Sappington	Job Title & Grade: Grant Specialist GS 11
AAship/Region and Division: EPA R7 MSD	Address of Official Agency Worksite: 11201 Renner Boulevard Lenexa Ks 66219
Employee's Work Phone: 913-551-7771	Employee's Work E-mail Address: sappington.latoya@epa.gov
First-line Supervisor: Debbie Titus	First-line Supervisor's Work Phone: 913-551-7712
Proposed Start Date: 01/17/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 5px; text-align: center;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on _____ date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I am able to perform all of my grant specialist duties by online access to the Next Generation Grant System (NGGS). All of

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: LATOYA SAPPINGTON	Digitally signed by LATOYA SAPPINGTON Date: 2022.02.09 12:06:11 -06'00'	Date:
Supervisor's Signature: DEBORAHA TITUS	Digitally signed by DEBORAHA TITUS Date: 2022.02.28 12:20:06 -06'00'	Date:
AA/RA (or designee) Signature: EDWARD CHU	Digitally signed by EDWARD CHU Date: 2022.06.08 23:15:54 -05'00'	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

LaToya Sappington Remote Work Text

I am able to perform all of my grant specialist duties by online access to the Next Generation Grant System (NGGS). All of my files are stored electronically and can be accessed via VPN connection. Working remotely allows me to focus on grant research , approvals, and processing. I spend less time traveling to and from work and can easily access documents immediately after signing on for the day.



Appendix D – Remote Work Agreement

Employee's Name: Marian C. Higginbotham	Job Title, Pay Plan, Series & Grade: Accountant
Office/Region and Division: Region 7 - RFMB	Address of Regular Office or Worksite: 11201 Renner Blvd., Lenexa, KS 66219
Employee's Work Phone: (913) 551-7516	Employee's Work Email Address: higginbotham.marian@epa.gov
Supervisor's Name: Erin Ramirez	Supervisor's Work Phone & Email Address: (913) 551-7725 ramirez.erin@epa.gov
Proposed Start Date: 061422	Proposed End Date (for DETO): N/A
Address of Remote Work Location (including city, state and zip code): <div style="border: 1px dashed black; padding: 5px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	
Within same Local Commuting Area of Regular Office or Worksite: <div style="display: flex; justify-content: space-between;"><div><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)</div><div>Domestic Employee Teleworking Overseas Arrangement (DETO): <input type="checkbox"/> Yes <input type="checkbox"/> No</div></div>	
Request: Select one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement []	
Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.	
Approval/Disapproval (attach documentation): <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved (cite reason(s) below)	
Employee's Signature: MARIAN HIGGINBOTHAM Digitally signed by MARIAN HIGGINBOTHAM Date: 2022.06.14 15:11:28 -05'00'	
Supervisor's Signature: ERIN RAMIREZ Digitally signed by ERIN RAMIREZ Date: 2022.06.15 11:32:48 -05'00'	

Approval Official or Designee's Signature:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Rachel Walters	Job Title & Grade: Grant Management Specialist, GS13
AAship/Region and Division: R7/MSD	Address of Official Agency Worksite: 11201 Renner Blvd, Lenexa KS 66219
Employee's Work Phone: 913-551-7696	Employee's Work E-mail Address: walters.rachel@epa.gov
First-line Supervisor: Debbie Titus	First-line Supervisor's Work Phone: 913-551-7712
Proposed Start Date: 03-01-2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>11-23-2020</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

All work is now computer / on-line based. There is no need to be at the agency worksite, no need for in office resources. All work is performed independently. Additionally, working remotely allows me the flexibility to conduct in-depth grant application reviews, research, and packet assessment in a quiet and controlled environment.

Having the ability to focus solely on grant reviews allows me to quickly provide feedback on subordinate grant specialist work products while simultaneously producing my own grant packets in a short time frame. As evidenced by my remote work performance over the past 2 years, I believe I am more productive in a quiet and controlled environment.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: RACHEL WALTERS	Digitally signed by RACHEL WALTERS Date: 2022.02.23 13:05:19 -06'00'	Date: 02-23-2022
Supervisor's Signature: MODEQUE HUNTER	Digitally signed by MODEQUE HUNTER Date: 2022.05.16 11:06:41 -05'00'	Date:
AA/RA (or designee) Signature: EDWARD CHU	Digitally signed by EDWARD CHU Date: 2022.06.08 23:29:48 -05'00'	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.



Appendix A – EPA Remote Work Agreement

Employee's Name: Lawrence Gonzalez	Job Title, Pay Plan, Series & Grade: EPS, GS, 0028, 14
Office/Region and Division: Region 7 ARD	Address of Regular Office or Worksite: 11201 Renner Blvd, 66219
Employee's Work Phone: 913 551 7041	Employee's Work Email Address: gonzalez.larry@epa.gov
Supervisor's Name: Amy Algoe-Eakin	Supervisor's Work Phone & Email Address: 913 551 7942
Proposed Start Date: April 1, 2022	Proposed End Date (for DETO): April 1, 2023
Address of Remote Work Location (including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Commuting Area of Regular Office or Worksite: <input checked="" type="radio"/> Yes <input type="radio"/> No (Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)	
Domestic Employee Teleworking Overseas Arrangement (DETO): <input type="radio"/> Yes <input type="radio"/> No	
Request: Select one: <input checked="" type="radio"/> New Request <input type="radio"/> Request for Modification to Existing Agreement	
Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. I have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.	
Approval/Disapproval (attach documentation): <input checked="" type="radio"/> Approved <input type="radio"/> Disapproved (cite reason(s) below)	
Employee's Signature: Gonzalez, Larry	Digitally signed by Gonzalez, Larry Date: 2022.03.21 09:51:33 -05'00'
Supervisor's Signature: Digitally signed by Algoe-Eakin, Amy	Date: 2022.04.21 07:34:48 -05'00'
AA/RA (or designee) Signature: EDWARD CHU	Digitally signed by EDWARD CHU Date: 2022.05.11 12:19:33 -05'00'
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Luisa Garcia	Job Title & Grade: Grants Management Specialist, 1109, GS-07
AAship/Region and Division: Region 7 MSD	Address of Official Agency Worksite: 11201 Renner Blvd, Lenexa, KS 66219
Employee's Work Phone: 913-551-7938	Employee's Work E-mail Address: garcia.luisa@epa.gov
First-line Supervisor: Whitney Rawls	First-line Supervisor's Work Phone: 913-551-7678
Proposed Start Date: 11/20/2022	If Temporary, Proposed End Date:

Address of Remote Work Location (Including city, state and zip code):

Ex. 6 Personal Privacy (PP)**Within same Locality Pay Area of Official Agency Worksite:**☐ Yes☒ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]**Phone Number:****Alternate Phone Number (if available):**

Ex. 6 Personal Privacy (PP)

Request:

Check one:



New Request



Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary**Section 2. Employee's Approved Schedule:** Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.**Section 3. Safety Certification**

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☒ Remote Work Training taken on 6/22/22 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

My position as a Grants Management Specialist requires reliable internet connection, a laptop, access to EPA's electronic grant processing and filing systems as well as a focused workspace. As a grants management specialist, I can process, review, file, and create award documents through electronic systems from my EPA laptop. In my RWL, I will have access to all these resources and will not be removed from effectively performing all my duties. My ability to communicate with the grants team, applicants, and project officers will not be hindered.

Approval/Disapproval (attach documentation):

☐

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature:

LUISA GARCIA

Digitally signed by LUISA GARCIA
Date: 2022.11.02 15:57:58 -05'00'

Date:

Supervisor's Signature:

WHITNEY RAWLS

Digitally signed by WHITNEY
RAWLS
Date: 2022.11.03 09:32:42 -05'00'

Date:

AA/RA (or designee) Signature:

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.



Appendix D – Remote Work Agreement

Employee's Name: Marc A. Matthews	Job Title, Pay Plan, Series & Grade: Environmental Engineer, GS-0819-13
Office/Region and Division: USEPA Region 7, Enforcement & Compliance Assurance Division (ECAD)	Address of Regular Office or Worksite: 11201 Renner Blvd. Lenexa, Kansas 66219
Employee's Work Phone: 913-551-7517	Employee's Work Email Address: matthews.marc@epa.gov
Supervisor's Name: Amber Whisnant	Supervisor's Work Phone & Email Address: 913-551-7212, whisnant.amber@epa.gov
Proposed Start Date: 12/04/2022	Proposed End Date (for DETO): ∞ / retirement
Address of Remote Work Location (including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Local Commuting Area of Regular Office or Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)	
Request: Select one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement []	
Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.	
Approval/Disapproval (attach documentation): <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved (cite reason(s) below)	
Employee's Signature: Marc A. Matthews Digitally signed by Marc A. Matthews Date: 2022.10.19 15:10:06 -05'00'	
Supervisor's Signature: AMBER WHISNANT Digitally signed by AMBER WHISNANT Date: 2022.10.26 16:36:41 -05'00'	

Approval Official or Designee's Signature:

EDWARD CHU

Digitally signed by EDWARD CHU

Date: 2022.12.14 19:44:10 -06'00'

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Bette J. Darks	Job Title & Grade: GS9/8
AAship/Region and Division: R7- MSD/RFMB/FMSS	Address of Official Agency Worksite: 11201 Renner Blvd Lenexa Ks. 66219
Employee's Work Phone: 913-551-7687	Employee's Work E-mail Address: darks.bette@epa.gov
First-line Supervisor: Erin Ramirez	First-line Supervisor's Work Phone: 913-551-7725
Proposed Start Date: March 31, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available): (b) (6)
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>2.23.2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I will continue to be available to my manager, to my team and to other employees that may require my assistance. I will also process time and leave for my assigned group. Ensuring that time is entered timely and accurately. Processing time and attendance reports. Assist staff with questions and concerns, provide guidance and training of new employees. Working remotely also helps the environment by reducing the emissions due to driving to and from work, over 115 miles a week. This will also assist with the cost of doing business by reducing utilities, and/or provide another employee with an available workspace.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: BETTE DARKS <small>Digitally signed by BETTE DARKS Date: 2022.03.15 16:25:55 -05'00'</small>	Date:
Supervisor's Signature: ERIN RAMIREZ <small>Digitally signed by ERIN RAMIREZ Date: 2022.06.14 10:36:31 -05'00'</small>	Date:
AA/RA (or designee) Signature:	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Diann Sandridge	Job Title & Grade: Grants Management Specialist, GS-13
AAship/Region and Division: Region 7, Mission Support Division (MSD)	Address of Official Agency Worksite: 11201 Renner Boulevard, Lenexa, KS 66219
Employee's Work Phone: 913-551-7153	Employee's Work E-mail Address: sandridge.diann@epa.gov
First-line Supervisor: Debbie Titus	First-line Supervisor's Work Phone: 913-551-7712
Proposed Start Date: 2/28/2022	If Temporary, Proposed End Date: N/A

Address of Remote Work Location (Including city, state and zip code):**Ex. 6 Personal Privacy (PP)****Within same Locality Pay Area of Official Agency Worksite:**☒ Yes☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]**Phone Number:****Alternate Phone Number (if available):****Ex. 6 Personal Privacy (PP)****Request:**

Check one:



New Request



Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary**Section 2. Employee's Approved Schedule:** Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.**Section 3. Safety Certification**

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☒ Remote Work Training taken on 2/23/2022 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Work is 100% portable. Can be performed effectively at a location other than the Official Agency Worksite. Successfully worked remotely for over two years without any issues. Accomplishing the Agency's mission timely, provided customer service, and met all goals from my RWL. Work includes reviewing online documents and reports. Reviewing from online Next Generation Grants System grant documents including applications, funding recommendations, change requests, performing online award creation, and baseline review reporting. NGGS is 100% online from application to creation of grant award. Daily research online policies, regulations, guidances and use the information to perform work and answer questions. Attend virtual meetings and chat online with peers as needed to ask or answer questions. Use computer to schedule events and track reminders of tasks to complete. Take online training throughout the year. Work is independent and does not require in-person collaboration or review. RWL provides an equipped office, supplies, computer, and Internet service with security to perform duties effectively. RWL allows focus, productivity, and performance to improve with the elimination of daily office distractions. Allows for better attention and service to others. Keep manager informed of productivity and collaborate with manager, coworkers, and others with email, video calls, phone calls, Teams, and chats.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: DIANN SANDRIDGE	Digitally signed by DIANN SANDRIDGE Date: 2022.05.16 11:42:17 -05'00'	Date:
Supervisor's Signature: MODEQUE HUNTER	Digitally signed by MODEQUE HUNTER Date: 2022.05.18 08:45:15 -05'00'	Date:
AA/RA (or designee) Signature: EDWARD CHU	Digitally signed by EDWARD CHU Date: 2022.06.08 23:13:04 -05'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.



Appendix D – Remote Work Agreement

Employee's Name: Jay Hua	Job Title, Pay Plan, Series & Grade: Environmental Scientist, GS-12
Office/Region and Division: Region 7/WD/GAD	Address of Regular Office or Worksite: 11201 Renner Blvd, Lenexa, KS 66219
Employee's Work Phone: 913-551-7748	Employee's Work Email Address: hua.jay@epa.gov
Supervisor's Name: Mike Beringer	Supervisor's Work Phone & Email Address: 913-551-7351
Proposed Start Date: 01/02/2023	Proposed End Date (for DETO):
Address of Remote Work Location (including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Local Commuting Area of Regular Office or Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)	
Request: Select one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement []	
Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.	
Approval/Disapproval (attach documentation): <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved (cite reason(s) below)	
Employee's Signature: JAY HUA Digitally signed by JAY HUA Date: 2022.11.01 07:40:28 -05'00'	
Supervisor's Signature: MICHAEL BERINGER Digitally signed by MICHAEL BERINGER Date: 2022.11.28 10:08:29 -06'00'	

Approval Official or Designee's Signature:

EDWARD CHU

Digitally signed by EDWARD CHU

Date: 2022.12.14 19:44:45 -06'00'

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Debra A Dorsey	Job Title & Grade: Management Program Analyst GS13-4
AAship/Region and Division: Region 7 RFMB	Address of Official Agency Worksite: 11201 Renner Blvd Lenexa, KS 66219
Employee's Work Phone: 913 551-7784	Employee's Work E-mail Address: dorsey.debra@epa.gov
First-line Supervisor: Modeque Hunter	First-line Supervisor's Work Phone: 913 551-7849
Proposed Start Date: 05/02/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code):	
<div style="border: 1px dashed black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3/1/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

My work quality and my flexibility are both equal to and have improved while performing my duties from my Remote Work location. I am able to and have proven that 100% of my duties can be successfully performed from my Remote Work location with the same quality and efficiency as from the Official Agency worksite. Approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals. In the past two years I have used

Ex. 6 Personal Privacy (PP)

My past and current availability and flexibility both inside and outside traditional office hours, allows me to address matters in real-time. Remote work has enhanced team creativity, streamlined project functionality and stronger working relationships gained through new collaboration and communication tools.

Approval/Disapproval (attach documentation):



Approved



Disapproved (cite reason(s) below)

Employee's Signature:

DEBRA DORSEY

Digitally signed by DEBRA DORSEY
Date: 2022.05.18 08:55:24 -05'00'

Date:

03/14/2022

Supervisor's Signature:

MODEQUE
HUNTER

Digitally signed by MODEQUE HUNTER
Date: 2022.05.18 09:38:29 -05'00'

Date:

AA/RA (or designee) Signature:

EDWARD CHU

Digitally signed by EDWARD CHU
Date: 2022.06.08 23:19:32 -05'00'

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.



Appendix D – Remote Work Agreement

Employee's Name: Robert L. Cheever	Job Title, Pay Plan, Series & Grade: Environmental Engineer, GS, 0819, 13
Office/Region and Division: EPA/ Region 7 ARD	Address of Regular Office or Worksite: 11201 Renner Blvd; Lenexa, KS 66219
Employee's Work Phone: 913-551-7980	Employee's Work Email Address: cheever.robert@epa.gov
Supervisor's Name: Amy Algoe-Eakin	Supervisor's Work Phone & Email Address: 913-551-7942 algoe-eakin.amy@epa.gov
Proposed Start Date: April 25, 2022	Proposed End Date (for DETO):
Address of Remote Work Location (including city, state and zip code): <div style="border: 1px dashed black; padding: 5px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	
Within same Local Commuting Area of Regular Office or Worksite: <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)</div><div>Domestic Employee Teleworking Overseas Arrangement (DETO): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</div></div>	
Request: Select one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement []	
Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.	
Approval/Disapproval (attach documentation): <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved (cite reason(s) below)	
Employee's Signature: ROBERT CHEEVER Digitally signed by ROBERT CHEEVER Date: 2022.04.25 12:34:35 -04'00'	
Supervisor's Signature: Digitally signed by Algoe-Eakin, Amy Date: 2022.05.10 14:01:42 -05'00'	

Approval Official or Designee's Signature:

EDWARD CHU

Digitally signed by EDWARD CHU

Date: 2022.05.17 09:16:30 -05'00'

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: John Dokolas	Job Title & Grade: Financial Mangement Specialist GS-12 Step 2
AAship/Region and Division: Region 7 - MSD/RFMB	Address of Official Agency Worksite: 11201 Renner Blvd, Lenexa, KS 66219
Employee's Work Phone: 913-551-7716	Employee's Work E-mail Address: dokolas.john@epa.gov
First-line Supervisor: Erin Ramirez	First-line Supervisor's Work Phone: 913-551-7725
Proposed Start Date: 08/01/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 10px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>02/25/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

All duties of my job and be performed via remote. We have been doing our jobs mostly remote since the start of COVID. Everything within my job is digital including signatures. I have dual monitor setup in my home to match what I have in the office.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: JOHN DOKOLAS <small>Digitally signed by JOHN DOKOLAS Date: 2022.07.25 13:13:04 -05'00'</small>	Date: 07/25/2022
Supervisor's Signature: ERIN RAMIREZ <small>Digitally signed by ERIN RAMIREZ Date: 2022.07.25 15:49:01 -05'00'</small>	Date:
AA/RA (or designee) Signature:	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.



Appendix D – Remote Work Agreement

Employee's Name: Kathy Finazzo	Job Title, Pay Plan, Series & Grade: Auditor GS-13
Office/Region and Division: Region 7 MSD-RFMB	Address of Regular Office or Worksite: 11201 Renner Blvd, Lenexa, Kansas 66219
Employee's Work Phone: 913-551-7833	Employee's Work Email Address: Finazzo.Kathy@epa.gov
Supervisor's Name: Erin Ramirez	Supervisor's Work Phone & Email Address: 913-551-7725 Ramirez.Erin@epa.gov
Proposed Start Date: 5-9-22	Proposed End Date (for DETO):

Address of Remote Work Location (including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Local Commuting Area of Regular Office or Worksite:

☒ Yes ☐ No

(Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)

Domestic Employee Teleworking Overseas Arrangement

(DETO): ☐ Yes ☒ No

Request:

Select one: ☒ New Request ☐ Request for Modification to Existing Agreement []

Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.

Approval/Disapproval (attach documentation):

☒ Approved ☐ Disapproved (cite reason(s) below)

Employee's Signature:

KATHY FINAZZO

Digitally signed by KATHY
FINAZZO
Date: 2022.05.09 17:19:39 -05'00'

Supervisor's Signature:

ERIN RAMIREZ

Digitally signed by ERIN RAMIREZ
Date: 2022.06.14 10:33:29 -05'00'

Approval Official or Designee's Signature:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Kevin Barthol	Job Title & Grade: Management & Prog Analyst - 13
AAship/Region and Division: Region 7/ ECAD-IO	Address of Official Agency Worksite: 11201 Renner Blvd, Lenexa, KS 66219
Employee's Work Phone: 913-551-7264	Employee's Work E-mail Address: barthol.kevin@epa.gov
First-line Supervisor: Jodi Bruno	First-line Supervisor's Work Phone: 913-551-7810
Proposed Start Date: When maximum telework flexibilities end	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code):	
Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input type="checkbox"/> Remote Work Training taken on <u>8/24/2006</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I have been a regular teleworker for years and when the COVID pandemic shutdown the Regional Office worksite, the transition to full time teleworker was a seamless transition for me and all my duties. Given the Agency technology and the portability of my work and duties to interact with co-workers and HQ contacts, I can continue to perform all of my duties as effectively from my RWL as from the Agency worksite as I have done with superior success during the pandemic.

The Agency approval of this request will not diminish my ability to meet deadline, accomplish task and interact with necessary contacts to achieve the Agency mission and meet EPA goals and measures.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: KEVIN BARTHOL	Digitally signed by KEVIN BARTHOL Date: 2022.02.02 15:11:41 -06'00'	Date:
Supervisor's Signature: JODI BRUNO	Digitally signed by JODI BRUNO Date: 2022.02.04 07:13:25 -06'00'	Date:
AA/RA (or designee) Signature: EDWARD CHU	Digitally signed by EDWARD CHU Date: 2022.03.03 10:21:28 -06'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement



Employee Name: Lauren Pascale	Job Title & Grade: Financial Management Specialist, GS-12
AAship/Region and Division: Region 7/MSD/RFMB	Address of Official Agency Worksite: 11201 Renner Boulevard, Lenexa, KS 66219
Employee's Work Phone: 816-516-7776	Employee's Work E-mail Address: pascale.lauren@epa.gov
First-line Supervisor: Erin Ramirez	First-line Supervisor's Work Phone: 913-551-7725
Proposed Start Date: 5/1/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on _____ date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I have successfully performed all of my duties remotely since I began with the agency in May 2021. I am immediately available to all employees who require payroll or travel assistance and have been able to accomplish all job requirements and meet all goals set for standards of work, including response times to employees in under 24 hours. All records are kept electronically and no files are kept hard copy at the regional office, erasing my physical requirement at the regional office.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature:  Pascale, Lauren	<small>Digitally signed by Pascale, Lauren Date: 2022.04.20 09:35:27 -05'00'</small>	Date:
Supervisor's Signature:  ERIN RAMIREZ	<small>Digitally signed by ERIN RAMIREZ Date: 2022.06.14 10:26:43 -05'00'</small>	Date:
AA/RA (or designee) Signature:		Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.



Appendix D – Remote Work Agreement

Employee's Name: Brownell, Dianna	Job Title, Pay Plan, Series & Grade: Payroll Tech, 0503, GS08
Office/Region and Division: MSD/RFMB	Address of Regular Office or Worksite: 11201 Renner Blvd, Lenexa, KS
Employee's Work Phone: 913-551-7634	Employee's Work Email Address: brownell.dianna@epa.gov
Supervisor's Name: Modeque Hunter	Supervisor's Work Phone & Email Address: 913-551-7849
Proposed Start Date: 05/23/2022	Proposed End Date (for DETO):
Address of Remote Work Location (including city, state and zip code): <div style="border: 1px dashed black; padding: 5px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	
Within same Local Commuting Area of Regular Office or Worksite: <div style="display: flex; justify-content: space-between;"><div><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Supervisor: Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)</div><div>Domestic Employee Teleworking Overseas Arrangement (DETO): <input type="checkbox"/> Yes <input type="checkbox"/> No</div></div>	
Request: Select one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement []	
Employee Certification: I certify by signing below I have read and understand the EPA Remote Work Policy and relevant collective bargaining agreements (CBA) and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. In accordance with agency policy and existing CBAs, I will have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.	
Approval/Disapproval (attach documentation): <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved (cite reason(s) below)	
Employee's Signature: DIANNA BROWNELL <small>Digitally signed by DIANNA BROWNELL Date: 2022.05.13 22:49:51 -05'00'</small>	
Supervisor's Signature: MODEQUE HUNTER <small>Digitally signed by MODEQUE HUNTER Date: 2022.05.13 15:59:56 -05'00'</small>	

Approval Official or Designee's Signature:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.

PRIVACY ACT STATEMENT

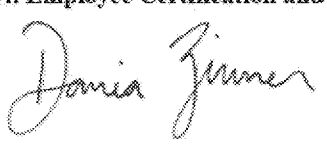
Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote work Application and Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Dania Zinner	Job Title & Grade: Environmental Engineer (RPM) - GS13
AAship/Region and Division: SEMD-RB-SB	Address of Official Agency Worksite: 1595 Wynkoop St. Denver, CO 80202
Employee's Work Phone: 303-312-7122	Employee's Work E-mail Address: zinner.dania@epa.gov
First-line Supervisor: Aaron Urdiales	First-line Supervisor's Work Phone:
Proposed Start Date: 4/1/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature 	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>2/22/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

As a Remedial Project Manager (RPM) in the Superfund Remedial branch, I have been performing all of my duties effectively from my Remote Work Location (RWL) for the past two years during the COVID-19 pandemic. Approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals because I have completed the same amount of work (in some cases, I may have been more productive) as I had in the office. As a seasoned RPM, I have worked in the same position for almost 12 years now and can complete work on my sites with little to no direct supervision. I have a government cell phone and the location of my primary site: **Ex. 6 Personal Privacy (PP)** is actually closer to my RWL than the Official Agency worksite. Additionally, I do not use paper records anymore and do all of my work electronically. I would be willing to relinquish my cubicle to a new employee since I can do all of my work electronically and do not need to use paper records (I submit all of my records electronically through SEMS). In conclusion, as demonstrated by the past two years, I can perform all of my duties effectively from my RWL and do not need to work at the Official Agency worksite to assist the Agency with accomplishing its mission and meeting goals.

Approval/Disapproval (attach documentation):

☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: DANIA ZINNER <small>Digitally signed by DANIA ZINNER Date: 2022.03.30 08:57:29 -06'00'</small>	Date: 3/30/2022
Supervisor's Signature: Urdiales, Aaron <small>Digitally signed by Urdiales, Aaron Date: 2022.04.12 08:54:51 -06'00'</small>	Date:
AA/RA (or designee) Signature: DEBRA THOMAS <small>Digitally signed by DEBRA THOMAS Date: 2022.04.22 15:19:13 -06'00'</small>	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

I have been performing my job effectively remotely for the last two years. I have seen no degradation in work quality, communication, collaboration, or anything necessary to perform my tasks. By nature of the position since I started in Region 8, my job has been to shift the focus to electronic correspondence and communication. My work in databases, data certifications, and customer service for those within and outside the agency relies entirely on the use of computers and electronics. The two times I have gone into the office over the last two years (for credential and laptop updates), I had not received any paper mail in my inbox. In fact, I have not received paper mail in quite some time at the agency.

I still have effective communication with my peers and my supervisors. I am able, without disruption, to perform my regular tasks of data management, certification, entry, and correspondence with coworkers. I am able to collaborate with others through the use of phone calls, emails, Teams meetings, and whatever else is necessary to perform my job duties. I also do not have to shift any tasks or responsibilities to others because I am working remotely. I am able to be self-sufficient for all of my duties.

My work is 100% portable. I do not need to meet with co-workers or managers face-to-face in order to effectively communicate with them. I have not seen this as an issue since remote work started.

Ex. 6 Personal Privacy (PP)

If I were to be approved for remote work, my cubicle space could be removed, I would not need an EcoPass or parking permit for the garage, and it would overall contribute towards the EPA mission of reducing our carbon footprint and helping the environment.

Josephine Lopez Remote Work Text

As a Program Analyst and data steward my core work is data management and customer support. The computer and phone are used to perform all my duties. Weekly check-in meetings with my immediate supervisor keep management informed of critical work activities. Customers that need assistance contact me via phone, email, various group email boxes (R8_IM_Team, R8NetDMR), or through my Region 8 ICIS and NetDMR Support page on the OECA EPA ServiceNow Portal website. My R8 Case tickets managed using ServiceNow tools help ensure prompt responses to all external customers. Team webinar meetings are used to participate in EPA-State regional/national workgroups and to conduct my own meeting/training/demos with customers. Other Regional staff contact me via phone/email/chat when questions arise, and team webinar meetings scheduled if need to view/discuss detailed data needs or issues. Official work products are available via online or one drive folders, with scanned copies sent to me via email when manual ICIS data entry required. Other water enforcement and compliance information received electronically via CAMPS. With the NPDES rule, most data are received electronically via online tools with continuing work to expand electronic reporting to additional program areas. The software and online tools available provide me the ability to perform my work remotely and continue to evolve our data management and data sharing processes as new tools and system modernization efforts occur. Ex. 6 Personal Privacy (PP) and will continue to be productive from my remote work location just the same as working onsite due to the ability to perform all my duties using the computer and phone.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Aaron Blair	Job Title & Grade: Physical Scientist - GS13
AAship/Region and Division: Region 8 - Water Division	Address of Official Agency Worksite: 1595 Wynkoop St Denver CO 80202
Employee's Work Phone: 303-312-6883	Employee's Work E-mail Address: blair.aaronm@epa.gov
First-line Supervisor: Tanya Code	First-line Supervisor's Work Phone: 303-312-6110
Proposed Start Date: 11/01/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code):	
<div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>7/23/2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Duties performed at the RWL are entirely computer based, with occasional field site visits. The RWL is a quiet, isolated space equipped with high speed internet as well as backup hotspot and generator in the event of internet/power outages. A quiet, isolated workspace will enhance overall efficiency and output given the nature of many of my duties demanding long periods of focus such as reviewing project plans, writing water quality certifications, drafting regulatory language, conducting geospatial analyses, etc. Duties have been performed effectively from the remote work location for two years including a portion of which was performed outside of the local commuting area in EPA Region 3. Approval of the request will not diminish the agency's ability to accomplish its mission and meet its operational goals as working remotely has proven to increase the agency's efficiency and productivity as demonstrated in the recent Future of Work survey.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: AARON BLAIR <small>Digitally signed by AARON BLAIR Date: 2022.09.06 18:29:58 -06'00'</small>	Date: 9/6/2022
Supervisor's Signature: TANYA CODE <small>Digitally signed by TANYA CODE Date: 2022.09.11 11:17:27 -06'00'</small>	Date:
AA/RA (or designee) Signature: MARK SMITH <small>Digitally signed by MARK SMITH Date: 2022.10.27 14:44:17 -06'00'</small>	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Darion Turner	Job Title & Grade: Program Analyst, GS -13
AAship/Region and Division: Region 8, Water Division	Address of Official Agency Worksite: 1595 Wynkoop St. Denver, CO 80202
Employee's Work Phone: 303-312-6047	Employee's Work E-mail Address: turner.darion@epa.gov
First-line Supervisor: Ben Bents	First-line Supervisor's Work Phone: 303-312-6435
Proposed Start Date: September 1, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 5px; text-align: center;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>May 17, 2016</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

<p>Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:</p> <p>Over the course of my 6 years at EPA, I have been allotted telework along with regular work. Ex. 6 Personal Privacy (PP)</p> <p style="text-align: center;">Ex. 6 Personal Privacy (PP)</p> <p>Ex. 6 Personal Privacy (PP) my work is completely portable, and in no way, is affected by location. Also, not commuting at least 1.5 hours leads to more efficiency and effectiveness for duty as to not have the feeling of being drained before the work day has started.</p> <p>Approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals. This can be due to a decrease in salary costs, Ex. 6 Personal Privacy (PP) costs of commuting programs. The absence of commuting also decreases emissions and the Agency's carbon foot print.</p> <p>Approval/Disapproval (attach documentation):</p> <p><input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved (cite reason(s) below)</p>	
<p>Employee's Signature: Turner, Darion</p> <p><small>Digitally signed by Turner, Darion Date: 2022.07.29 10:09:12 -06'00'</small></p>	<p>Date:</p>
<p>Supervisor's Signature: BENJAMIN BENTS</p> <p><small>Digitally signed by BENJAMIN BENTS Date: 2022.08.02 09:22:28 -06'00'</small></p>	<p>Date:</p>
<p>AA/RA (or designee) Signature: MARK SMITH</p> <p><small>Digitally signed by MARK SMITH Date: 2022.08.17 07:58:34 -06'00'</small></p>	<p>Date:</p>
<p>Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.</p>	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Abby Fulton	Job Title & Grade: Environmental Protection Specialist, GS-13
AAship/Region and Division: Region 8, Air and Radiation Division	Address of Official Agency Worksite: 1595 Wynkoop Street, Denver, CO 80202
Employee's Work Phone: (303) 312-6563	Employee's Work E-mail Address: fulton.abby@epa.gov
First-line Supervisor: Scott Jackson	First-line Supervisor's Work Phone: (303) 312-6107
Proposed Start Date: May 1, 2022	If Temporary, Proposed End Date: N/A
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available): N/A
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>Feb. 28, 2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Please see attachment 1.

Approval/Disapproval (attach documentation):

☒

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature:

ABBY FULTON

Digitally signed by ABBY FULTON
Date: 2022.03.02 15:03:34 -07'00'

Date:

03/02/2022

Supervisor's Signature:

SCOTT JACKSON

Digitally signed by SCOTT JACKSON
Date: 2022.03.15 14:26:35 -06'00'

Date:

3-15-22

AA/RA (or designee) Signature:

DEBRA THOMAS

Digitally signed by DEBRA THOMAS
Date: 2022.05.02 16:40:16 -06'00'

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Julie Nicholson	Job Title & Grade: Environmental Protection Specialist, GS-12
AAship/Region and Division: Region 8 - Superfund and Emergency Management Division	Address of Official Agency Worksite: 1595 Wynkoop Street, Denver, CO 80202
Employee's Work Phone: (303) 312-6343	Employee's Work E-mail Address: Nicholson.Julie@epa.gov
First-line Supervisor: Joe Poetter	First-line Supervisor's Work Phone: (303) 312-6186
Proposed Start Date: March 28, 2022	If Temporary, Proposed End Date: N/A
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available): N/A
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3/3/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

See Attachment 1

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature:	JULIE NICHOLSON Digitally signed by JULIE NICHOLSON Date: 2022.03.07 15:23:53 -07'00'	Date:
Supervisor's Signature:	Poetter, Joe Digitally signed by Poetter, Joe Date: 2022.03.09 10:48:40 -07'00'	Date: 3/9/2022
AA/RA (or designee) Signature:	DEBRA THOMAS Digitally signed by DEBRA THOMAS Date: 2022.03.21 18:17:00 -06'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Kathryn Krueger	Job Title & Grade: Physical Scientist, GS 12
AAship/Region and Division: Region 8 - LSASD/TAB	Address of Official Agency Worksite: 1595 Wynkoop St, Denver, CO 80202
Employee's Work Phone: 303-312-6030	Employee's Work E-mail Address: krueger.kathryn@epa.gov
First-line Supervisor: Jason Fritz	First-line Supervisor's Work Phone: 303-312-6649
Proposed Start Date: 11/06/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 5px; margin: 5px 0;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; margin: 2px 0;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3/10/22</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

See PD

Approval/Disapproval (attach documentation):

☒

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature: KATHRYN
KRUEGER

Digitally signed by KATHRYN
KRUEGER
Date: 2022.10.18 12:00:16 -06'00'

Date:
10/18/2022

Supervisor's Signature:

JASON FRITZ

Digitally signed by JASON FRITZ
Date: 2022.10.26 11:37:29 -06'00'

Date:
10/26/2022

AA/RA (or designee) Signature:

MARK SMITH

Digitally signed by MARK SMITH
Date: 2022.12.07 14:08:27 -07'00'

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Karen Simpson	Job Title & Grade: Physical Scientist GS13
AAship/Region and Division: Region 8 Water Division	Address of Official Agency Worksite: 1595 Wynkoop Street, Denver, CO 80202
Employee's Work Phone: 303-312-6449	Employee's Work E-mail Address: simpson.karen@epa.gov
First-line Supervisor: Lisa Kahn	First-line Supervisor's Work Phone: 303-312-6896
Proposed Start Date: 10/12/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 5px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>March 9, 2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

As Drinking Water Emerging Contaminants Coordinator, my role is primarily to coordinate state and tribal efforts to carry out activities pertaining to emerging contaminants in drinking water that have been funded through the Bipartisan Infrastructure Law through effective communication. This role requires my participation in virtual meetings with state/tribal representatives and other EPA staff throughout the nation that work in this area, and occasionally requires travel to national conferences or state/tribal meetings in Region 8 to learn more about emerging contaminant pollution and treatment options. I do not anticipate needing access to the building or the laboratory.

Ex. 6 Personal Privacy (PP)

My position utilizes digital communication tools such as Microsoft Outlook, Microsoft Teams (chat, call, video calls), and collaboration of documents using Microsoft OneDrive and Sharepoint. The nature of my work and all of my assigned tasks can all be accomplished without having to report in person to the Denver office and therefore the approval of this request will not diminish my ability to complete my work nor the Agency's ability to accomplish its mission.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: Simpson, Karen <small>Digitally signed by Simpson, Karen Date: 2022.10.12 15:18:04 -06'00'</small>	Date:
Supervisor's Signature: LISA KAHN <small>Digitally signed by LISA KAHN Date: 2022.10.13 08:19:47 -06'00'</small>	Date: 10/13/22
AA/RA (or designee) Signature: MARK SMITH <small>Digitally signed by MARK SMITH Date: 2022.12.07 16:07:40 -07'00'</small>	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Amrita Singh	Job Title & Grade: Environmental Scientist GS-12
AAship/Region and Division: Region 8 Denver	Address of Official Agency Worksite: 1595 Wynkoop St, Denver, CO 80202
Employee's Work Phone: 303-312-6103	Employee's Work E-mail Address: singh.amrita@epa.gov
First-line Supervisor: Scott Jackson	First-line Supervisor's Work Phone: 303-312-6107
Proposed Start Date: 04/22/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>7/15/2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

<p>Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:</p> <p>Since the beginning of the pandemic and when the EPA was authorized to begin maximizing telework (March 2020), I</p>	
<p>Ex. 6 Personal Privacy (PP)</p> <p>from home because I was eliminating the time and energy it took for my daily commute, office interruptions with a high volume of meetings, and having more flexibility in my home life. As someone who works in the Air Quality Planning Branch and works on State Implementation Plans, most of what I need to do my job effectively can be completed with just my laptop and does not require that I need to be in the office.</p>	<p>Ex. 6 Personal Privacy (PP)</p> <p>My productivity has increased since being allowed to work</p>
<p>Ex. 6 Personal Privacy (PP)</p> <p>I feel confident that this momentum will continue, and the psychological safety I will have, not worrying about potentially being infected with COVID-19 or exposing others, will enable my increased productivity. However, as trends oscillate, this pandemic is still very real, and I would feel the most comfortable not going back into the office.</p>	
<p>Approval/Disapproval (attach documentation):</p> <p><input checked="" type="checkbox"/> Approved</p> <p><input type="checkbox"/> Disapproved (cite reason(s) below)</p>	
<p>Employee's Signature:</p> <p>AMRITA SINGH</p> <p><small>Digitally signed by AMRITA SINGH Date: 2022.04.07 11:07:42 -06'00'</small></p>	<p>Date:</p> <p>4/7/2022</p>
<p>Supervisor's Signature:</p> <p>SCOTT JACKSON</p> <p><small>Digitally signed by SCOTT JACKSON Date: 2022.04.07 11:12:58 -06'00'</small></p>	<p>Date:</p> <p>4/7/2022</p>
<p>AA/RA (or designee) Signature:</p> <p>DEBRA THOMAS</p> <p><small>Digitally signed by DEBRA THOMAS Date: 2022.04.22 15:00:52 -06'00'</small></p>	<p>Date:</p>
<p>Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.</p>	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Amanda Hong	Job Title & Grade: EPS, GS-13
AAship/Region and Division: Region 8, Air and Radiation Division	Address of Official Agency Worksite: 1595 Wynkoop St, Denver CO 80202
Employee's Work Phone: 303-312-6221	Employee's Work E-mail Address: hong.amanda@epa.gov
First-line Supervisor: Kerri Fiedler	First-line Supervisor's Work Phone: 303-312-6493
Proposed Start Date: March 27, 2022	If Temporary, Proposed End Date: N/A
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 5px; text-align: center;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available): N/A
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>2-5-2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Please see attached Remote Work Application Narrative.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: AHONG	Digitally signed by AHONG Date: 2022.02.09 16:48:04 -07'00'	Date:
Supervisor's Signature: KERRI FIEDLER	Digitally signed by KERRI FIEDLER Date: 2022.02.10 09:59:18 -07'00'	Date:
AA/RA (or designee) Signature: DEBRA THOMAS	Digitally signed by DEBRA THOMAS Date: 2022.03.04 08:21:11 -07'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Shawn McCaffrey	Job Title & Grade: Superfund Data Management Coordinator/GS13
AAship/Region and Division: Region 8/Superfund & Emergency Management Division	Address of Official Agency Worksite: 1595 Wynkoop Street, Denver, CO 80202
Employee's Work Phone: 303-312-6515	Employee's Work E-mail Address: mccaffrey.shawn@epa.gov
First-line Supervisor: Valeria Guerra	First-line Supervisor's Work Phone: 303-312-6508
Proposed Start Date: 02/27/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>Jan 20, 2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

See attached.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: SHAWN MCCAFFREY	Digitally signed by SHAWN MCCAFFREY Date: 2022.01.20 10:30:44 -07'00'	Date: 1/20/2022
Supervisor's Signature: VALERIA GUERRA	Digitally signed by VALERIA GUERRA Date: 2022.02.03 12:53:48 -07'00'	Date: 2/3/2022
AA/RA (or designee) Signature: DEBRA THOMAS	Digitally signed by DEBRA THOMAS Date: 2022.02.18 12:49:21 -07'00'	Date: 2/18/2022
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Jocelyn Hoffman	Job Title & Grade: Program Analyst GS-13
AAship/Region and Division: Region 8 ECAD-ATEB	Address of Official Agency Worksite: 1595 Wynkoop Street Denver, CO 80202
Employee's Work Phone: 303-312-6232	Employee's Work E-mail Address: hoffman.jocelyn@epa.gov
First-line Supervisor: Scott Patefield	First-line Supervisor's Work Phone: patefield.scott@epa.gov
Proposed Start Date: 02/01/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 5px; text-align: center;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available): <div style="border: 1px dashed black; padding: 2px;"> Ex. 6 Personal Privacy (PP) </div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>1/20/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I work exclusively with environmental data systems and information technology solutions. I am responsible for planning, analyzing, designing, developing, implementing and supporting existing and new tools to meet organizational needs. My work exists 100% in a digital environment. I do not work with paper records or paper reports received from the regulated community. There are no tasks that I am unable to accomplish in a remote work environment and have been able to successfully accomplish all of my work throughout the duration of the pandemic. Because my work exists in the digital space I successfully, efficiently and seamlessly support regional planning, targeting, analysis and monitoring efforts in order to meet the Agency's strategic and enforcement goals regardless of my work location.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: JOCELYN HOFFMAN	Digitally signed by JOCELYN HOFFMAN Date: 2022.02.01 10:19:24 -07'00'	Date:
Supervisor's Signature: SCOTT PATEFIELD	Digitally signed by SCOTT PATEFIELD Date: 2022.02.03 09:58:12 -07'00'	Date:
AA/RA (or designee) Signature: DEBRA THOMAS	Digitally signed by DEBRA THOMAS Date: 2022.03.01 12:02:16 -07'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Barbara Khan Remote Work Text

My daily work functions can all be performed efficiently and effectively in a 100% remote work environment. As I am still in the commuting area, I am readily available to travel to the office in the event of a special event, significant meeting or work function, as needed.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Anntasia Copeland	Job Title & Grade: Enforcement Specialist GS13
AAship/Region and Division: R8 Superfund	Address of Official Agency Worksite: 1595 Wynkoop St Denver, CO 80202
Employee's Work Phone: 303-312-6764	Employee's Work E-mail Address: copeland.anntasia@epa.gov
First-line Supervisor: Joe Poetter	First-line Supervisor's Work Phone: poetter.joe@epa.gov
Proposed Start Date: 5/1/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input type="checkbox"/> New Request <input checked="" type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>11/28/2016</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I am in my 7th year as an EPA employee, 6 of those years I've spent in Superfund Enforcement, both in Region 6 and Region 8. I have regularly teleworked (and/or worked full time telework during the COVID-19 pandemic) for over 6 years. I'm well versed in staying connected digitally and have a strong support network to reach out to if any assistance is needed. I've been able to effectively perform my job remotely with no need to go into a physical office. I have found that working remotely has greatly improved my productivity as I am free from distraction and the burden of daily commuting. My request to work remotely will in no way diminish the Agency's ability to accomplish its mission and meet its operational goals.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: ANNTASIA COPELAND	Digitally signed by ANNTASIA COPELAND Date: 2022.03.23 11:14:21 -06'00'	Date: 3/23/2022
Supervisor's Signature: Poetter, Joe	Digitally signed by Poetter, Joe Date: 2022.03.25 08:06:46 -06'00'	Date: 3/25/2022
AA/RA (or designee) Signature: DEBRA THOMAS	Digitally signed by DEBRA THOMAS Date: 2022.04.11 17:11:28 -06'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Angela Zachman Remote Work Text

I have an effective and efficient remote work environment that has been working well for the past two years. This office space is a separate room in a house where I am the only person during the day. The space is sufficiently equipment with a sitting and standing desk, extra monitors, printer, phone, and reliable high-speed Internet. It is important to note that I do have a hot spot for backup in the event the Internet is slow or down. I will be remaining within commutable distance and available/willing to come into the office for mail pickup, meetings, centralized travel, or other needs.

I my current role as RPM a remote working environment not only meets the needs of the agency but is enhanced by it. I have a quite room where I can be on meetings, watch training and conduct meetings without the use of headphones or the distractions of office life. Remote work also allows me the quite distraction free space to concentrate and focus when researching and writing. Additionally, I can connect with coworkers as needed on TEAMS or through TEAMS chats. The ability to have a quiet space is ideal for working with stakeholders as I am able to maintain professional and timely communication. This working environment has proven to be ideal for both the agency and I and I wish to continue exceeding operational goals.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Clarisa Romero	Job Title & Grade: Environmental Protection Specialist/ GS-11
AAship/Region and Division: Region 8 SEMD	Address of Official Agency Worksite: 1595 Wynkoop St, Denver, CO 80202
Employee's Work Phone: (303) 312-6022	Employee's Work E-mail Address: romero.clarisa@epa.gov
First-line Supervisor: Valeria Guerra	First-line Supervisor's Work Phone: (303) 312-6508
Proposed Start Date: 2/3/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code):	
Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>01/10/2020</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I have been working from this work-site effectively and efficiently for almost the entire duration of my employment. I have the necessary equipment and ability to perform the responsibilities of my position from this work site. My workspace is free from excess noise, or any other dangers/issues that would prevent me from fulfilling my job responsibilities. While working in this work site and within working hours, I am able to be contacted via Microsoft Teams, phone, and email. I would be able to easily travel to the office, should the need arise. My work schedule has been approved by my supervisor and if there were any changes in schedule, I would notify my supervisor in a timely manner.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: Romero, Clarisa	<small>Digitally signed by Romero, Clarisa Date: 2022.02.02 16:48:23 -07'00'</small>	Date: 02/02/2022
Supervisor's Signature: VALERIA GUERRA	<small>Digitally signed by VALERIA GUERRA Date: 2022.02.11 06:48:52 -07'00'</small>	Date: 2/11/2022
AA/RA (or designee) Signature: DEBRA THOMAS	<small>Digitally signed by DEBRA THOMAS Date: 2022.03.10 13:58:20 -07'00'</small>	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Richard Braun	Job Title & Grade: Environmental Protection Specialist, GS-0028-13
AAship/Region and Division: Region 8 SEMD	Address of Official Agency Worksite: 1595 Wynkoop St. Denver, CO 80202
Employee's Work Phone: 303-312-6380	Employee's Work E-mail Address: braun.richard@epa.gov
First-line Supervisor: Valeria Guerra	First-line Supervisor's Work Phone: 303-312-6508
Proposed Start Date: 02/27/2022	If Temporary, Proposed End Date: n/a
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>02/03/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Approval of my Remote Work request will not diminish the Agency's ability to accomplish its mission or organizational goals. I have successfully performed my job responsibilities from a remote location for almost 2 years.

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

See attachment for details.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature:

RICHARD BRAUN

Digitally signed by RICHARD
BRAUN
Date: 2022.02.12 06:51:03 -07'00'

Date:

02/12/2022

Supervisor's Signature:

VALERIA GUERRA

Digitally signed by VALERIA
GUERRA
Date: 2022.02.14 07:26:00 -07'00'

Date:

2/14/2022

AA/RA (or designee) Signature:

DEBRA
THOMAS

Digitally signed by DEBRA
THOMAS
Date: 2022.03.10 09:22:58 -07'00'

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT


Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement	
Employee Name: Natalie Staples	Job Title & Grade: Environmental protection Specialist
AAship/Region and Division: R08-SEMD-SPAB	Address of Official Agency Worksite: 1595 Wynkoop St, Denver, CO 80203
Employee's Work Phone: 303-312-6385	Employee's Work E-mail Address: staples.natalie@epa.gov
First-line Supervisor: Joe Poetter	First-line Supervisor's Work Phone: 303-312-6186
Proposed Start Date: 7/31/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available): Ex. 6 Personal Privacy (PP)
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature /	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on 7/27/2022 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

<p>Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:</p> <p>I have worked remotely successfully since 2020. During that time, I learned how to prioritize communication with coworkers and supervisors, schedule and organize work and stick to a schedule so that I am able to accomplish goals and complete work in a timely fashion. I am able to work independently and increase productivity and quality of work with the added benefit of increased work life balance and fewer distractions.</p>	
<p>Approval/Disapproval (attach documentation):</p> <p><input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved (cite reason(s) below)</p>	
<p>Employee's Signature:</p> 	<p>Date:</p> <p>07/27/2022</p>
<p>Supervisor's Signature:</p> <p>Poetter, Joe</p> <p><small>Digitally signed by Poetter, Joe Date: 2022.08.03 15:50:31 -06'00'</small></p>	<p>Date:</p>
<p>AA/RA (or designee) Signature:</p> <p>MARK SMITH</p> <p><small>Digitally signed by MARK SMITH Date: 2022.08.17 14:42:22 -06'00'</small></p>	<p>Date:</p>
<p>Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.</p>	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Kevin Leone	Job Title & Grade: Environmental Scientist GS-13
AAship/Region and Division: Region 8, Air and Radiation Division	Address of Official Agency Worksite: 1595 Wynkoop St. Denver, CO 80202
Employee's Work Phone: 303-312-6227	Employee's Work E-mail Address: leone.kevin@epa.gov
First-line Supervisor: Scott Jackson	First-line Supervisor's Work Phone: 303-312-6107
Proposed Start Date: 03/01/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available): <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>2/3/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I have been working remotely since March of 2020, and I have been able to work just as efficiently remotely as I can from the office.

Approval/Disapproval (attach documentation):

☒

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature:

KEVIN LEONE

Digitally signed by KEVIN LEONE
Date: 2022.02.02 13:54:30 -07'00'

Date:

2/3/2022

Supervisor's Signature:

SCOTT JACKSON

Digitally signed by SCOTT JACKSON
Date: 2022.02.11 11:53:05 -07'00'

Date:

2/11/2022

AA/RA (or designee) Signature:

DEBRA THOMAS

Digitally signed by DEBRA THOMAS
Date: 2022.03.08 12:58:27 -07'00'

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Lindsey A. Phillips	Job Title & Grade: Life Scientist, GS-13
AAship/Region and Division: Region 8, Water Division	Address of Official Agency Worksite: 1595 Wynkoop Street, Denver, CO 80202
Employee's Work Phone: 303-312-7291	Employee's Work E-mail Address: phillips.lindsey.a@epa.gov
First-line Supervisor: Benjamin Bents	First-line Supervisor's Work Phone: 303-312-6435
Proposed Start Date: May 2, 2022	If Temporary, Proposed End Date: N/A
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>2/4/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Please see attachment 1.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: LINDSEY PHILLIPS	Digitally signed by LINDSEY PHILLIPS Date: 2022.03.17 15:03:29 -05'00'	Date: 3/17/2022
Supervisor's Signature: BENJAMIN BENTS	Digitally signed by BENJAMIN BENTS Date: 2022.03.21 09:31:40 -06'00'	Date: 3.21.2022
AA/RA (or designee) Signature: DEBRA THOMAS	Digitally signed by DEBRA THOMAS Date: 2022.05.02 15:50:13 -06'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Casey Moorhead	Job Title & Grade: Environmental Protection Specialist, GS-12
AAship/Region and Division: Region 8, SEMD	Address of Official Agency Worksite: 1595 Wynkoop Street, Denver, CO 80202
Employee's Work Phone: (303) 312-6144	Employee's Work E-mail Address: moorhead.casey@epa.gov
First-line Supervisor: Joe Poetter	First-line Supervisor's Work Phone: (303) 312-6186
Proposed Start Date: March 27, 2022	If Temporary, Proposed End Date: N/A
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 5px; text-align: center; margin: 5px 0;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; margin: 2px 0;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available): N/A
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>July 24, 2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Please see Attachment 1.

Approval/Disapproval (attach documentation):

☒

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature: CASEY MOORHEAD	Digitally signed by CASEY MOORHEAD Date: 2022.02.17 09:18:07 -07'00'	Date: 2/17/2022
Supervisor's Signature: Poetter, Joe	Digitally signed by Poetter, Joe Date: 2022.02.23 13:15:34 -07'00'	Date: 2/23/2022
AA/RA (or designee) Signature: DEBRA THOMAS	Digitally signed by DEBRA THOMAS Date: 2022.03.23 15:42:54 -06'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Margaret Kennedy	Job Title & Grade: Environmental Engineer, GS-12
AAship/Region and Division: AFGE / Region 8, Water Division	Address of Official Agency Worksite: 1595 Wynkoop St, Denver, CO 80202
Employee's Work Phone: 303.312.6644	Employee's Work E-mail Address: KENNEDY.MARGARET@EPA.GOV
First-line Supervisor: Stephanie DeJong	First-line Supervisor's Work Phone: 303.312.6362
Proposed Start Date: 04/25/2022	If Temporary, Proposed End Date: NA
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 5px; text-align: center; font-weight: bold; font-size: 1.2em;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available): NA
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>10/09/2020</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Please see response in attached "Supplemental Information and Attachments"

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: MARGARET KENNEDY	Digitally signed by MARGARET KENNEDY Date: 2022.03.21 17:19:22 -06'00'	Date:
Supervisor's Signature: STEPHANIE DEJONG	Digitally signed by STEPHANIE DEJONG Date: 2022.03.23 16:07:27 -06'00'	Date: 3/23/22
AA/RA (or designee) Signature: DEBRA THOMAS	Digitally signed by DEBRA THOMAS Date: 2022.06.13 10:05:54 -06'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Patrick Wauters	Job Title & Grade: Environmental Protection Specialist 0028/ GS 12
AAship/Region and Division: Region 8/ LCRD/ CSES	Address of Official Agency Worksite: 1595 Wynkoop St. Denver CO 80202
Employee's Work Phone: 303-312-6114	Employee's Work E-mail Address: wauters.patrick@epa.gov
First-line Supervisor: Kimberly Pardue-Welch	First-line Supervisor's Work Phone: 303-312-6983
Proposed Start Date: 3/1/2022	If Temporary, Proposed End Date: NA
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>10/04/17</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

My work duties are all fully portable.

Ex. 6 Personal Privacy (PP)

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: PATRICK WAUTERS	Digitally signed by PATRICK WAUTERS Date: 2022.01.19 12:19:04 -07'00'	Date:
Supervisor's Signature: KIMBERLY PARDUE WELCH	Digitally signed by KIMBERLY PARDUE WELCH Date: 2022.01.30 08:28:40 -07'00'	Date:
AA/RA (or designee) Signature: DEBRA THOMAS	Digitally signed by DEBRA THOMAS Date: 2022.03.29 11:26:50 -06'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Dianna Lim	Job Title & Grade: Environmental Protection Specialist, GS-0028-13
AAship/Region and Division: Region 8, SEMD	Address of Official Agency Worksite: 1595 Wynkoop St., Denver, CO 80202
Employee's Work Phone: 303-312-7830	Employee's Work E-mail Address: lim.dianna@epa.gov
First-line Supervisor: Guerra, Valeria	First-line Supervisor's Work Phone: 303-312-6508
Proposed Start Date: 3/1/2022	If Temporary, Proposed End Date: N/A
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available): <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>5/21/15</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

See Word file attached

Approval/Disapproval (attach documentation):

☒

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature:

DIANNA LIM

Digitally signed by DIANNA LIM
Date: 2022.02.22 15:54:19
-07'00'

Date:

2/22/2022

Supervisor's Signature:

VALERIA GUERRA

Digitally signed by VALERIA
GUERRA
Date: 2022.02.23 14:23:29 -07'00'

Date:

2/23/2022

AA/RA (or designee) Signature:

DEBRA
THOMAS

Digitally signed by DEBRA
THOMAS
Date: 2022.03.10 08:44:35 -07'00'

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement


Employee Name: Jean Wyatt	Job Title & Grade: Environmental Engineer/SAM GS-13
AAship/Region and Division: Region 8 SEMD-EM/SA	Address of Official Agency Worksite: 1595 Wynkoop Street, Denver, CO 80202
Employee's Work Phone: (303) 312-6258	Employee's Work E-mail Address: Wyatt.jean@epa.gov
First-line Supervisor: Steven Merritt	First-line Supervisor's Work Phone: (303) 312-6146
Proposed Start Date: February 13, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available): Ex. 6 Personal Privacy (PP)
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>6/22/2016</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I will continue to have regular and consistent communication with team members and all other EPA colleagues as I always

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: JEAN WYATT	Digitally signed by JEAN WYATT Date: 2022.01.21 19:43:26 -07'00'	Date: 1/21/2022
Supervisor's Signature: 	Digitally signed by Merritt, Steven Date: 2022.02.04 15:26:36 -07'00'	Date: 2/4/2022
AA/RA (or designee) Signature: DEBRA THOMAS	Digitally signed by DEBRA THOMAS Date: 2022.05.09 17:26:58 -06'00'	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: David Piantanida	Job Title & Grade: Environmental Protection Specialist, GS-0028-13
AAship/Region and Division: Region 8/ECAD	Address of Official Agency Worksite: 1595 Wynkoop Street, Denver, CO 80202
Employee's Work Phone: 303-312-6200	Employee's Work E-mail Address: piantanida.david@epa.gov
First-line Supervisor: Angelique Diaz	First-line Supervisor's Work Phone: 303-312-6757
Proposed Start Date: May 1, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available): Ex. 6 Personal Privacy (PP)
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>4/5/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Since March 2020, I have been able to perform my duties remotely as the State Oversight coordinator, SRF lead, SNC NCI co-chair, A3 coach and work as a regional facilitator. The agency remote tools (e.g., Teams) has made working remotely seamless and easy. While I miss the face-to-face interaction of working from the Office, I have found that I work more efficiently and smarter, with less distractions in my remote environment. The work I do requires a lot of writing, analysis, and independent review. My remote work setting gives me the quiet, focused environment I need to accomplish these tasks in the most efficient manner. In addition, approximately 50% of my "in person" interactions to complete my tasks are with individuals outside of the region including other EPA regions, headquarters, and state environmental officials. These interactions will continue occurring in remote tools such as Teams to ensure all invitees can participate, so my remote work setting would not impact these interactions.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: DAVID PIANTANIDA	Digitally signed by DAVID PIANTANIDA Date: 2022.04.06 12:43:46 -06'00'	Date:
Supervisor's Signature: Diaz, Angelique	Digitally signed by Diaz, Angelique Date: 2022.04.11 12:28:04 -06'00'	Date:
AA/RA (or designee) Signature: DEBRA THOMAS	Digitally signed by DEBRA THOMAS Date: 2022.05.02 16:16:03 -06'00'	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Daniel P Fagnant Jr	Job Title & Grade: Environmental Engineer GS-13
AAship/Region and Division: R08 ARD	Address of Official Agency Worksite: 1595 Wynkoop St, Denver CO
Employee's Work Phone: 303-312-6927	Employee's Work E-mail Address: fagnant.daniel@epa.gov
First-line Supervisor: Gail Fallon	First-line Supervisor's Work Phone: 303-312-6281
Proposed Start Date: 04/24/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div>Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div>Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>2/3/22</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Please see attachment 1

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: DANIEL FAGNANT	Digitally signed by DANIEL FAGNANT Date: 2022.03.31 10:20:32 -06'00'	Date: 3/31/22
Supervisor's Signature: GAIL FALLON	Digitally signed by GAIL FALLON Date: 2022.04.06 10:08:38 -06'00'	Date: 4/6/2022
AA/RA (or designee) Signature: DEBRA THOMAS	Digitally signed by DEBRA THOMAS Date: 2022.04.22 15:09:48 -06'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Christina Baum	Job Title & Grade: Environmental Protection Specialist, GS-12
AAship/Region and Division: Region 8 SEMD	Address of Official Agency Worksite: 1595 Wynkoop St. Denver, CO
Employee's Work Phone: 720-392-3317	Employee's Work E-mail Address: baum.christina@epa.gov
First-line Supervisor: Joe Poetter	First-line Supervisor's Work Phone: (303) 501-6429
Proposed Start Date: 1/2/2023	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available): Ex. 6 Personal Privacy (PP)
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>2/4/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Please see attached explanation.

Approval/Disapproval (attach documentation):

☒

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature:

CHRISTINA BAUM

Digitally signed by CHRISTINA
BAUM
Date: 2022.10.05 17:53:07 -06'00'

Date:

10/5/2022

Supervisor's Signature:

Poetter, Joe

Digitally signed by Poetter, Joe
Date: 2022.10.06 11:47:34
-06'00'

Date:

10/6/2022

AA/RA (or designee) Signature:

MARK SMITH

Digitally signed by MARK SMITH
Date: 2022.10.13 14:07:12 -06'00'

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Alysia Tien	Job Title & Grade: Physical Scientist/ GS-13
AAship/Region and Division: EPA Region 8, Water Division	Address of Official Agency Worksite: 1595 Wynkoop Street, Denver, CO 80202
Employee's Work Phone: 303-312-7021	Employee's Work E-mail Address: tien.alysia@epa.gov
First-line Supervisor: Stephanie DeJong	First-line Supervisor's Work Phone: 303-312-6362
Proposed Start Date: March 27, 2022	If Temporary, Proposed End Date: N/A
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; text-align: center;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; text-align: center;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available): <div style="border: 1px dashed black; padding: 2px; text-align: center;"> Ex. 6 Personal Privacy (PP) </div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>02/27/2017</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Please see attached.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: ALYSIA TIEN Digitally signed by ALYSIA TIEN Date: 2022.01.27 17:07:19 -07'00'	Date: 01/27/2022
Supervisor's Signature: STEPHANIE DEJONG Digitally signed by STEPHANIE DEJONG Date: 2022.02.09 16:06:03 -07'00'	Date: 2/9/22
AA/RA (or designee) Signature: DEBRA THOMAS Digitally signed by DEBRA THOMAS Date: 2022.03.08 14:09:13 -07'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Ethan Brown	Job Title & Grade: Physical Scientist GS-13
AAship/Region and Division: ARD/Region 8	Address of Official Agency Worksite: 1595 Wynkoop St, Denver, CO 80202
Employee's Work Phone: 303-312-6403	Employee's Work E-mail Address: Brown.Ethan@EPA.gov
First-line Supervisor: Gail Fallon	First-line Supervisor's Work Phone: 303-312-6281
Proposed Start Date: May 2, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature Brown, Ethan Digitally signed by Brown, Ethan Date: 2022.04.07 11:40:46 -06'00'	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>1/31/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I will be able to perform all of my work duties as effectively from the RWL as I would be able to from the Wynkoop Official Agency Worksite. With few exceptions, my work can be completed remotely on the computer and over the internet. In fact, since March 2020, I have only needed to go into the office for computer or PIV card reasons. My position has a single work duty that cannot be completed from the Region 8 office nor the proposed RWL and that duty is conducting technical systems audits (TSA).

Conducting TSAs requires travel to the monitoring agencies within Region 8 and therefore the task cannot be completed from the Wynkoop office. I am usually scheduled to complete one to two TSAs per year, and to this point all of them have been out of state.

More details have been attached as an addendum to this application. You will find that approving this application will result in a cost savings to the Agency and will in no way have a negative impact on my ability to complete my assigned work nor the quality of my work products.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: Brown, Ethan Digitally signed by Brown, Ethan Date: 2022.04.07 11:41:08 -06'00'	Date:
Supervisor's Signature: GAIL FALLON Digitally signed by GAIL FALLON Date: 2022.04.15 18:00:35 -06'00'	Date:
AA/RA (or designee) Signature: DEBRA THOMAS Digitally signed by DEBRA THOMAS Date: 2022.05.02 17:01:52 -06'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Lohitaksha Rao	Job Title & Grade: Life Scientist, GS-12
AAship/Region and Division: Office of Air and Radiation/Region 8, Air and Radiation Divi	Address of Official Agency Worksite: 1595 Wynkoop Street, Denver, CO 80202
Employee's Work Phone: 303-312-6241	Employee's Work E-mail Address: Rao.Lohitaksha@epa.gov
First-line Supervisor: Gail Fallon	First-line Supervisor's Work Phone: 303-312-6281
Proposed Start Date: September 26, 2022	If Temporary, Proposed End Date: N/A

Address of Remote Work Location (Including city, state and zip code):**Ex. 6 Personal Privacy (PP)****Within same Locality Pay Area of Official Agency Worksite:**☐ Yes☒ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]**Phone Number:**

Ex. 6 Personal Privacy (PP)

Alternate Phone Number (if available):

Ex. 6 Personal Privacy (PP)

Request:

Check one:



New Request



Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary**Section 2. Employee's Approved Schedule:** Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.**Section 3. Safety Certification**

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☒ Remote Work Training taken on April 21, 2022 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Please see attached "Rao Remote Work Write Up" PDF.

Approval/Disapproval (attach documentation):

☒

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature:

Rao, Lohitaksha

Digitally signed by Rao, Lohitaksha
Date: 2022.05.03 11:16:13 -06'00'

Date:

05/03/2022

Supervisor's Signature:

GAIL FALLON

Digitally signed by GAIL FALLON
Date: 2022.05.09 20:49:53 -06'00'

Date:

5/9/2022

AA/RA (or designee) Signature:

DEBRA
THOMAS

Digitally signed by DEBRA
THOMAS
Date: 2022.05.25 12:36:48 -06'00'

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement




Employee Name: Kurt Uhlendorf	Job Title & Grade: Program Analyst GS-9
AAship/Region and Division: U.S. EPA Region 8 Strategic Planning Section	Address of Official Agency Worksite: 1595 Wynkoop St, Denver, CO 80202
Employee's Work Phone: 303-312-6531	Employee's Work E-mail Address: uhlendorf.kurt@epa.gov
First-line Supervisor: Valeria Jasmin Guerra	First-line Supervisor's Work Phone: 303-312-6508
Proposed Start Date: 11/21/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>08/18/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

In discussions with my supervisor we have discussed that all of my work in the Strategic Planning Section is portable and that I would be able to effectively perform my role as a Program Analyst remotely. I have multiple years of experience as a remote worker, and have the necessary discipline to stay focused and on task in a remote work environment. I have a safe, clean, and well lit work environment, along with an ergonomic standing desk and chair. Additionally I have a reliable Internet connection which will allow me to connect to any of the necessary on-line tools that are needed to complete my work. As a remote worker I will be able to satisfactorily complete all of my tasks and responsibilities while ensuring that I can support the EPA's mission and meet its operational goals.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature:  Digitally signed by Kurt Uhlen Dorf Date: 2022.11.07 11:27:25 -07'00'	Date: 11/07/2022
Supervisor's Signature:  Digitally signed by VALERIA GUERRA Date: 2022.11.07 11:45:33 -07'00'	Date: 11/7/2022
AA/RA (or designee) Signature:  Digitally signed by MARK SMITH Date: 2022.11.16 13:08:18 -07'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Steven Latino	Job Title & Grade: Physical Scientist, GS12
AAship/Region and Division: ECAD, R8	Address of Official Agency Worksite: 1595 Wynkoop St, Denver, CO 80202
Employee's Work Phone: 303-312-6440	Employee's Work E-mail Address: latino.steven@epa.gov
First-line Supervisor: Tiffany Cantor	First-line Supervisor's Work Phone: 303-312-6521
Proposed Start Date: 14 February 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code):	
Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature STEVEN LATINO Digitally signed by STEVEN LATINO Date: 2022.01.21 07:02:54 -07'00'	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>8-9-2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I will be able to perform all duties through remote work as all documents and templates can be accessed via a computer.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: STEVEN LATINO	Digitally signed by STEVEN LATINO Date: 2022.01.21 11:00:29 -07'00'	Date:
Supervisor's Signature: Tiffany A. Cantor	Digitally signed by Tiffany A. Cantor Date: 2022.02.01 13:25:56 -07'00'	Date:
AA/RA (or designee) Signature: DEBRA THOMAS	Digitally signed by DEBRA THOMAS Date: 2022.03.04 08:42:37 -07'00'	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Kate Gregory	Job Title & Grade: Environmental Protection Specialist, GS-13
AAship/Region and Division: Region 8, Air & Radiation Division	Address of Official Agency Worksite: 1595 Wynkoop St. Denver, CO 80202
Employee's Work Phone: 303-312-6175	Employee's Work E-mail Address: gregory.kate@epa.gov
First-line Supervisor: Scott Jackson	First-line Supervisor's Work Phone: 303-312-6107
Proposed Start Date: 3/27/22	If Temporary, Proposed End Date: n/a
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; margin-top: 5px;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; margin-top: 5px;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available): n/a
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3/14/22</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Please see attached 'Remote Work Justification_Kate Gregory" document. Please also see attached approved maxiflex approved schedule (I am currently approved for the maxiflex schedule).

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: KATHRYN GREGORY	Digitally signed by KATHRYN GREGORY Date: 2022.03.14 06:57:19 -06'00'	Date: 3/14/22
Supervisor's Signature: SCOTT JACKSON	Digitally signed by SCOTT JACKSON Date: 2022.03.15 14:58:12 -06'00'	Date: 3/15/22
AA/RA (or designee) Signature: DEBRA THOMAS	Digitally signed by DEBRA THOMAS Date: 2022.04.01 11:00:03 -06'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Josephine Lopez	Job Title & Grade: Program Analyst, GS-0343-13
AAship/Region and Division: R8 ECAD	Address of Official Agency Worksite: 1595 Wynkoop Street, Denver, CO 80202
Employee's Work Phone: 303-312-7079	Employee's Work E-mail Address: lopez.josie@epa.gov
First-line Supervisor: Colleen Rathbone	First-line Supervisor's Work Phone: 303-312-6133
Proposed Start Date: 04/10/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available): <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>05/20/2016</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

As a Program Analyst and data steward my core work is data management and customer support. The computer and phone are used to perform all my duties. Weekly check-in meetings with my immediate supervisor keep management informed of critical work activities. Customers that need assistance contact me via phone, email, various group email boxes (R8_IM_Team, R8NetDMR), or through my Region 8 ICIS and NetDMR Support page on the OECA EPA ServiceNow Portal website. My R8 Case tickets managed using ServiceNow tools help ensure prompt responses to all external customers. Team webinar meetings are used to participate in EPA-State regional/national workgroups and to conduct my own meeting/training/demos with customers. Other Regional staff contact me via phone/email/chat when questions arise, and team webinar meetings scheduled if need to view/discuss detailed data needs or issues. Official work products are available via online or one drive folders, with scanned copies sent to me via email when manual ICIS data entry required. Other water enforcement and compliance information received electronically via CAMPS. With the NPDES rule, most data are received electronically via online tools with continuing work to expand electronic reporting to

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: JOSEPHINE LOPEZ	Digitally signed by JOSEPHINE LOPEZ Date: 2022.02.25 14:49:16 -07'00'	Date: 02/25/2022
Supervisor's Signature: COLLEEN RATHBONE	Digitally signed by COLLEEN RATHBONE Date: 2022.02.28 09:28:41 -07'00'	Date: 2/28/2022
AA/RA (or designee) Signature: DEBRA THOMAS	Digitally signed by DEBRA THOMAS Date: 2022.03.21 17:26:51 -06'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Adam Eisele	Job Title & Grade: Environmental Engineer, GS-13
AAship/Region and Division: Air & Radiation Division	Address of Official Agency Worksite: 1595 Wynkoop St, Denver CO 80202
Employee's Work Phone: (303) 312-6246	Employee's Work E-mail Address: eisele.adam@epa.gov
First-line Supervisor: Gail Fallon	First-line Supervisor's Work Phone: (303) 312-6281
Proposed Start Date: 5/9/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code):	
Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>2/15/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I can perform all of my required duties at my RWL in the same capacity as in the office, with less distractions. I have strong Internet reliability, a mobile phone that already receives forwarded calls from my office phone through the EC500 system, a printer, and VPN access to critical network drives at my RWL. The Agency's mission will not be diminished by my continuing to work effectively from my RWL. I'm actually more available at my RWL than in the office, with no time needed to support a lengthy commute. If case incidences decrease and are maintained at that level, I'd happily consider returning to the office on a part time basis.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: ADAM EISELE <small>Digitally signed by ADAM EISELE Date: 2022.05.17 10:26:52 -06'00'</small>	Date:
Supervisor's Signature: GAIL FALLON <small>Digitally signed by GAIL FALLON Date: 2022.05.17 10:37:49 -06'00'</small>	Date:
AA/RA (or designee) Signature: DEBRA THOMAS <small>Digitally signed by DEBRA THOMAS Date: 2022.05.27 11:23:22 -06'00'</small>	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Jessica Felts	Job Title & Grade: Environmental Protection Specialist/GS9
AAship/Region and Division: Region 8 SEMD	Address of Official Agency Worksite: 1595 Wynkoop St Denver, CO 80202
Employee's Work Phone: 303-312-6296	Employee's Work E-mail Address: felts.jessica@epa.gov
First-line Supervisor: V. Jasmin Guerra	First-line Supervisor's Work Phone: 303-312-6508
Proposed Start Date: 3/8/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 5px; width: fit-content;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; width: fit-content;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input type="checkbox"/> New Request <input checked="" type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>12/13/2021</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I have worked from my requested RWL throughout my tenure at EPA. I will continue to complete my daily work and accomplish work goals. I have a designated workspace to be able to perform all duties and can be reached by phone, email, or teams by supervisors and other colleagues during the hours listed on my approved work schedule. I will immediately relay any changes to that schedule to my supervisor.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: JESSICA FELTS	Digitally signed by JESSICA FELTS Date: 2022.03.08 07:20:36 -07'00'	Date: 3/8/2022
Supervisor's Signature: VALERIA GUERRA	Digitally signed by VALERIA GUERRA Date: 2022.03.09 13:36:14 -07'00'	Date: 3/9/2022
AA/RA (or designee) Signature: DEBRA THOMAS	Digitally signed by DEBRA THOMAS Date: 2022.03.10 17:20:42 -07'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Jamar Baker	Job Title & Grade: EPS-GS-0028-12
AAship/Region and Division: Region 8 SEMD	Address of Official Agency Worksite: 1595 Wynkoop St Denver CO, 80202
Employee's Work Phone: 3033126504	Employee's Work E-mail Address: baker.jamar@epa.gov
First-line Supervisor: Valeria Guerra	First-line Supervisor's Work Phone: 303-312-6508
Proposed Start Date: 08/01/2022	If Temporary, Proposed End Date: N/A
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 5px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>04/07/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I'm writing to ask about the possibility of working from home in role as a Project Officer.

I'm excited about how the my role as a Project Officer is going and I'm enjoying the work.

I believe that I would be more productive for you without my commute. I can work longer hours if needed by taking away my commute time.

I already have a quiet private organized home office space set up.

Approval/Disapproval (attach documentation):

☒

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature:

JAMAR BAKER

Digitally signed by JAMAR BAKER
Date: 2022.06.30 15:23:56 -06'00'

Date:

Supervisor's Signature:

VALERIA GUERRA

Digitally signed by VALERIA
GUERRA
Date: 2022.07.01 10:20:57 -06'00'

Date:

7/1/2022

AA/RA (or designee) Signature:

MARK SMITH

Digitally signed by MARK SMITH
Date: 2022.08.03 09:09:35 -06'00'

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: James Hou	Job Title & Grade: Environmental Engineer GS-13
AAship/Region and Division: Region 8/SEMD	Address of Official Agency Worksite: 1595 Wynkoop St., Denver CO 80202
Employee's Work Phone: (303) 312-6210	Employee's Work E-mail Address: hou.james@epa.gov
First-line Supervisor: Aaron Urdiales	First-line Supervisor's Work Phone: 303-312-6844
Proposed Start Date: 5/2/2021	If Temporary, Proposed End Date: NA
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available): <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>12/3/2015</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

See Attached writeup

Approval/Disapproval (attach documentation):

☒

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature:

JAMES HOU

Digitally signed by JAMES HOU
Date: 2022.04.06 18:38:46
-06'00'

Date:

Supervisor's Signature:

Urdiales, Aaron

Digitally signed by Urdiales, Aaron
Date: 2022.04.08 16:08:28 -06'00'

Date:

AA/RA (or designee) Signature:

DEBRA
THOMAS

Digitally signed by DEBRA
THOMAS
Date: 2022.05.02 16:30:02 -06'00'

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Aaron Worstell	Job Title & Grade: Environmental Engineer, GS-13
AAship/Region and Division: Region 8 Air Resources Division	Address of Official Agency Worksite: 1595 Wynkoop St., Denver CO 80439
Employee's Work Phone: 303-312-6073	Employee's Work E-mail Address: worstell.aaron@epa.gov
First-line Supervisor: Scott Jackson	First-line Supervisor's Work Phone: 303-312-6107
Proposed Start Date: 3/13/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>5/28/2015</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

All of my work as an air program rule writer and technical analyst is portable; my tasks and work assignments can be performed at least equally effectively at the RWL; approving the RWL would not require reassignment of my current work or tasks to other staff; my work rarely requires access to in-office resources; there will be no foreseen disruption to communication with internal or external clients/customers (e.g. public, state and local entities, stakeholders) customer service with any agency customers or stakeholders (e.g., public, states, industry); my position does not require in-person interface with management officials or other colleagues on any routine basis; I have a demonstrated track record of meeting performance plan objectives and working without close in-person supervision (including conduct of work during the COVID19 pandemic); **Ex. 6 Personal Privacy (PP)**; and technology needed to perform my duties is available and fully functional. Also, because my requested RWL is within the local commuting area and accessible to the official Agency worksite, there are no relocation costs, no costs would be incurred for recall to the office, and I can easily visit the office for government furnished equipment servicing and repair.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: AARON WORSTELL	Digitally signed by AARON WORSTELL Date: 2022.02.16 13:15:30 -07'00'	Date: 2/16/2022
Supervisor's Signature: SCOTT JACKSON	Digitally signed by SCOTT JACKSON Date: 2022.02.23 10:24:31 -07'00'	Date: 2/23/2022
AA/RA (or designee) Signature: DEBRA THOMAS	Digitally signed by DEBRA THOMAS Date: 2022.03.21 17:52:00 -06'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Bailey Smith	Job Title & Grade: Life Scientist GS-12
AAship/Region and Division: EPA Region 8 Water Division	Address of Official Agency Worksite: 1595 Wynkoop Street Denver, CO 80202
Employee's Work Phone: 303-312-6940	Employee's Work E-mail Address: smith.bailey@epa.gov
First-line Supervisor: Lisa Kahn	First-line Supervisor's Work Phone: 303-312-6896
Proposed Start Date: As soon as possible	If Temporary, Proposed End Date: No proposed end
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>2/1/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I am a rule manager in drinking water and most, if not all of my work can be done remotely. I am not someone who works in the field and I have effectively done my work during the past 2 years during the Covid-19 pandemic. I am a diligent worker with the ability to work with minimal direct supervision. I have clear and organized work practices, good planning skills, the ability to meet schedules and deadlines, effective communication skills, effective time management skills, and a great work space in which to conduct all work. My home has no distractions and a great work from home setup. I on-boarded completely remotely in May 2020, joining Region 8 from where I was previously working in the Region 3 office in Philadelphia. My entire career in EPA Region 8 has been remote, and I have been very successful and would like to continue working remotely. Additionally, allowing me to work from home will save the agency time and money on commuting costs. Working from home has also allowed me greater flexibilities to respond to critical matters like Nitrate MCL emergencies that I might not have been able to respond to if my work was in the office.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: BAILEY SMITH <small>Digitally signed by BAILEY SMITH Date: 2022.02.01 13:51:03 -07'00'</small>	Date: 02/01/2022
Supervisor's Signature: LISA KAHN <small>Digitally signed by LISA KAHN Date: 2022.02.07 09:43:11 -07'00'</small>	Date:
AA/RA (or designee) Signature: DEBRA THOMAS <small>Digitally signed by DEBRA THOMAS Date: 2022.03.23 18:09:03 -06'00'</small>	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Dave Christenson	Job Title & Grade: Environmental Protection Specialist, GS-13
AAship/Region and Division: Region 8, Lab Services and Applied Sciences Division	Address of Official Agency Worksite: 1595 Wynkoop St., Denver, CO 80202
Employee's Work Phone: (303) 312-6645	Employee's Work E-mail Address: christenson.dave@epa.gov
First-line Supervisor: Patricia Pfeiffer	First-line Supervisor's Work Phone: 303-312-6271
Proposed Start Date: May 2, 2022	If Temporary, Proposed End Date: N/A
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>4/11/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Please see Attachment 1.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: DAVID CHRISTENSON	Digitally signed by DAVID CHRISTENSON Date: 2022.04.11 15:30:47 -06'00'	Date:
Supervisor's Signature: PATRICIA PFEIFFER	Digitally signed by PATRICIA PFEIFFER Date: 2022.04.11 21:23:10 -06'00'	Date:
AA/RA (or designee) Signature: DEBRA THOMAS	Digitally signed by DEBRA THOMAS Date: 2022.05.20 10:33:14 -06'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Barbara Khan	Job Title & Grade: Public Affairs Specialist, GS-13
AAship/Region and Division: Region 8	Address of Official Agency Worksite: 1595 Wynkoop St., Denver, CO 80202
Employee's Work Phone: 720-595-8698	Employee's Work E-mail Address: khan.barbara@epa.gov
First-line Supervisor: Andrew Mutter	First-line Supervisor's Work Phone: 720-520-3047
Proposed Start Date: 02-07-2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 5px; text-align: center; font-weight: bold; font-size: 1.2em;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available): <div style="border: 1px dashed black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>1/21/22</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

My daily work functions can all be performed efficiently and effectively in a 100% remote work environment. As I am still in

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: BARBARA KHAN	Digitally signed by BARBARA KHAN Date: 2022.01.21 12:20:40 -07'00'	Date: 1-21-22
Supervisor's Signature: ANDREW MUTTER	Digitally signed by ANDREW MUTTER Date: 2022.02.01 13:14:55 -07'00'	Date: 1 Feb 2022
AA/RA (or designee) Signature: DEBRA THOMAS	Digitally signed by DEBRA THOMAS Date: 2022.04.22 13:50:13 -06'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Amanda Brimmer	Job Title & Grade: Environmental Engineer - GS-13
AAship/Region and Division: Region 8, ARD	Address of Official Agency Worksite: 1595 Wynkoop Street, Denver, CO 80202
Employee's Work Phone: 303-312-6323	Employee's Work E-mail Address: brimmer.amanda@epa.gov
First-line Supervisor: Scott Jackson	First-line Supervisor's Work Phone: (303) 312-6107
Proposed Start Date: May 2, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 5px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>Feb. 4, 2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

As demonstrated over the past year, I have been able to successfully perform my work assignments and meet deadlines effectively from a remote location. This will continue during future remote working. With internet access, i am able to access and coordinate on all of the files i need to complete my work. I am also able to call into the office to check voicemail as needed. I am proactive in reaching out to my supervisor and keeping them up to date on my work load and apprised of any important issues that require their attention. Additionally, having the flexibility of an approved maxiflex flex schedule allows me to minimizing my commute time and work during my most productive hours of the day. This also helps reduce emissions which is key area in EPA's mission.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: AMANDA BRIMMER	Digitally signed by AMANDA BRIMMER Date: 2022.03.07 15:25:14 -07'00'	Date:
Supervisor's Signature: SCOTT JACKSON	Digitally signed by SCOTT JACKSON Date: 2022.03.14 15:42:02 -06'00'	Date: 3-14-22
AA/RA (or designee) Signature: DEBRA THOMAS	Digitally signed by DEBRA THOMAS Date: 2022.04.05 14:12:30 -06'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Crystal Ostigaard	Job Title & Grade: General Physical Scientist, GS13
AAship/Region and Division: Region 8/Air and Radiation Division	Address of Official Agency Worksite: 1595 Wynkoop St. Denver, CO 80202
Employee's Work Phone: 303-312-6602	Employee's Work E-mail Address: ostigaard.crystal@epa.gov
First-line Supervisor: Scott Jackson	First-line Supervisor's Work Phone: 303-312-6107
Proposed Start Date: 3/16/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>5-26-15</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

My work encompasses writing Federal Register actions for State Implementation Plans (SIPs) (thru laptop), responding to comments on proposed actions (thru laptop), assisting other rule writers in R8 with research/writing (thru laptop, phone, Teams, and Sharepoint), working with the R8 states in drafting and submitting SIPs (thru email, phone, and Teams), reviewing SIPs for action (thru internet, SIP databases, and Sharepoint), attending/interacting with National Workgroups (thru Teams, Sharepoint, email, and phone), and general research (thru laptop).

Based on most, if not all, of my work being electronic, being granted approval of remote work will not diminish my ability to accomplish any aspect of the Agency's mission or goals.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: CRYSTAL OSTIGAARD	Digitally signed by CRYSTAL OSTIGAARD Date: 2022.03.15 20:56:05 -06'00'	Date:
Supervisor's Signature: SCOTT JACKSON	Digitally signed by SCOTT JACKSON Date: 2022.03.16 15:35:54 -06'00'	Date: 3-16-22
AA/RA (or designee) Signature: DEBRA THOMAS	Digitally signed by DEBRA THOMAS Date: 2022.04.01 11:18:01 -06'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Tim Rehder	Job Title & Grade: Environmental Scientist GS14
AAship/Region and Division: R8 LCRD	Address of Official Agency Worksite: 1595 Wynkoop Street, Denver, CO 80202
Employee's Work Phone: 303 312 6293	Employee's Work E-mail Address: rehder.timothy@epa.gov
First-line Supervisor: Christina Wilson	First-line Supervisor's Work Phone: 303 312 6706
Proposed Start Date: May 9, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available): Ex. 6 Personal Privacy (PP)
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3/21/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

please see attachment 1 - Rehder description of duties

Approval/Disapproval (attach documentation):

☒

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature: TIMOTHY REHDER	Digitally signed by TIMOTHY REHDER Date: 2022.05.04 10:31:03 -06'00'	Date:
Supervisor's Signature: CHRISTINA WILSON	Digitally signed by CHRISTINA WILSON Date: 2022.05.04 12:54:11 -06'00'	Date:
AA/RA (or designee) Signature: DEBRA THOMAS	Digitally signed by DEBRA THOMAS Date: 2022.05.20 10:58:29 -06'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Carson Coate	Job Title & Grade: Physical Scientist, GS14
AAship/Region and Division: Region 8, Air & Radiation Division	Address of Official Agency Worksite: 10 West 15th Street, Suite 3200; Helena, MT 59626
Employee's Work Phone: (406) 457-5042	Employee's Work E-mail Address: coate.carson@epa.gov
First-line Supervisor: Gail Fallon	First-line Supervisor's Work Phone: (303) 312-6281
Proposed Start Date: May 22, 2022	If Temporary, Proposed End Date: NA
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available): NA
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>8/17/2016</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

The following explains how I can perform my duties as effectively from my remote work location (RWL) as from my official agency worksite and how approving this request will not diminish the agency's ability to accomplish its mission and goals:

1. All of my work is portable and I am just as effective at performing my work assignments and tasks from my RWL as from my official agency worksite.
2. I rarely require access to in-office resources and the approval of my remote work request will not require reassignment of any of my current work or tasks to other staff.
3. There will be no foreseen disruption to communication or customer service with internal or external clients/customers (e.g. public, state and local entities, stakeholders).
4. My position does not require in-person interface with management officials or other colleagues on any routine basis. In fact, my official agency worksite (Montana Office) is already remote to my management, colleagues and customers.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: CARSON COATE Digitally signed by CARSON COATE Date: 2022.05.12 11:13:47 -06'00'	Date:
Supervisor's Signature: GAIL FALLON Digitally signed by GAIL FALLON Date: 2022.05.13 16:52:00 -06'00'	Date:
AA/RA (or designee) Signature: DEBRA THOMAS Digitally signed by DEBRA THOMAS Date: 2022.05.27 09:21:19 -06'00'	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Robert Clement	Job Title & Grade: Environmental Engineer GS13
AAship/Region and Division: EPA Region 8 Safe Drinking Water Branch	Address of Official Agency Worksite: 1595 Wynkoop St Denver, CO 80202
Employee's Work Phone: 303-312-6653	Employee's Work E-mail Address: clement.robert@epa.gov
First-line Supervisor: Sarah Bahrman	First-line Supervisor's Work Phone: 303-312-6243
Proposed Start Date: May 2, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number:	Alternate Phone Number (if available): Ex. 6 Personal Privacy (PP)
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>March 9, 2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

See attached

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: Clement, Robert <small>Digitally signed by Clement, Robert Date: 2022.01.19 14:25:39 -07'00'</small>	Date: January 19, 2022
Supervisor's Signature: SARAH BAHRMAN <small>Digitally signed by SARAH BAHRMAN Date: 2022.03.22 14:34:50 -06'00'</small>	Date: March 22, 2022
AA/RA (or designee) Signature: DEBRA THOMAS <small>Digitally signed by DEBRA THOMAS Date: 2022.04.07 14:29:23 -06'00'</small>	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Jean Wyatt Remote Work Text

I will continue to have regular and consistent communication with team members and all other EPA colleagues as I always have and as needed. My work duties include preparation and review of reports, project management, and extensive multi-agency collaboration and coordination all of which i can conduct at my RWL. .All these tasks can be completely and seamlessly performed from my RWL as demonstrated over the last 21 months. I will continue to work as cost effectively as possible and conduct my work as efficiently as possible. I have clearly demonstrated my ability to accomplish the agency's mission by working at my RWL as indicated by my accomplishments, demonstrated leadership,

Ex. 6 Personal Privacy (PP)

Working permanently in my RWL will also benefit the environment by reducing my environmental impacts which is also a goal of our agency. Working via a RWL will also be a cost and space savings for the govt. Thanks for your consideration..

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Steven Ramirez	Job Title & Grade: Environmental Engineer GS-13
AAship/Region and Division: Region 8 ECAD	Address of Official Agency Worksite: 1595 Wynkoop St, Denver CO 80202
Employee's Work Phone: 303-312-6518	Employee's Work E-mail Address: ramirez.stevena@epa.gov
First-line Supervisor: David Cobb	First-line Supervisor's Work Phone: 303-312-6592
Proposed Start Date: 01/24/2022	If Temporary, Proposed End Date: N/A

Address of Remote Work Location (Including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):

Request:

Check one: ☒ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

Section 3. Safety Certification

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☒ Remote Work Training taken on 03/23/2017 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

My work is fully portable. I have successfully worked remote for the last two years. **Ex. 6 Personal Privacy (PP)**

Ex. 6 Personal Privacy (PP)

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: STEVEN RAMIREZ	Digitally signed by STEVEN RAMIREZ Date: 2022.02.14 08:59:28 -07'00'	Date:
Supervisor's Signature: DAVID COBB	Digitally signed by DAVID COBB Date: 2022.02.14 10:50:51 -07'00'	Date: 2/14/2022
AA/RA (or designee) Signature: DEBRA THOMAS	Digitally signed by DEBRA THOMAS Date: 2022.04.22 16:35:29 -06'00'	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Akash Johnson	Job Title & Grade: Environmental Engineer, GS-13
AAship/Region and Division: Region 8, ECAD	Address of Official Agency Worksite: 1595 Wynkoop Street, Denver, CO 80202
Employee's Work Phone: (303) 312-6067	Employee's Work E-mail Address: johnson.akash@epa.gov
First-line Supervisor: Michael Boeglin	First-line Supervisor's Work Phone: (303) 312-6250
Proposed Start Date: May 9, 2022	If Temporary, Proposed End Date: N/A
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available): Ex. 6 Personal Privacy (PP)
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3/25/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Please see the supplement included as Attachment 4 for this explanation.

Regarding Section 2: Please see Attachment 1, an example previously approved schedule. I am on the Maxiflex schedule, so my schedule may vary each period and is approved by my supervisor prior to each pay period.

Regarding Section 3: Please see Attachment 2, Remote Work Self-Certification Safety Checklist.

Regarding Section 4: Please see Attachment 3, Certificate of Completion for OPM's "Telework Fundamentals - Employee Training."

Approval/Disapproval (attach documentation):

☒

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature:

AKASH JOHNSON

Digitally signed by AKASH
JOHNSON
Date: 2022.04.01 15:09:34 -06'00'

Date:

See digital signature

Supervisor's Signature:

MICHAEL BOEGLIN

Digitally signed by MICHAEL
BOEGLIN
Date: 2022.04.05 16:50:46 -06'00'

Date:

See digital signature

AA/RA (or designee) Signature:

DEBRA
THOMAS

Digitally signed by DEBRA
THOMAS
Date: 2022.06.03 10:37:53 -06'00'

Date:

See digital signature

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

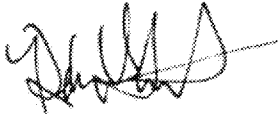
Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Rebecca Gerhart	Job Title & Grade: Remedial Project Manager, GS-13
AAship/Region and Division: Region 8, SEMD	Address of Official Agency Worksite: 1595 Wynkoop St., Denver, CO 80202
Employee's Work Phone: (303) 312-6695	Employee's Work E-mail Address: Gerhart.Rebecca@epa.gov
First-line Supervisor: Steve Wharton	First-line Supervisor's Work Phone: (303) 312 -6935
Proposed Start Date: May 2nd, 2022	If Temporary, Proposed End Date: N/A
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature <div style="font-size: 2em; margin-top: 10px;">  </div>	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>2/15/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

See Gerhart, Remote Work Application. Attachment 2

Approval/Disapproval (attach documentation):



Approved



Disapproved (cite reason(s) below)

Employee's Signature: REBECCA
GERHART

Digitally signed by REBECCA
GERHART
Date: 2022.04.08 09:49:04 -06'00'

Date:
4/8/2022

Supervisor's Signature: Urdiales, Aaron

Digitally signed by Urdiales,
Aaron
Date: 2022.04.13 08:42:14
-06'00'

Date:

AA/RA (or designee) Signature: DEBRA
THOMAS

Digitally signed by DEBRA
THOMAS
Date: 2022.04.22 16:00:21
-06'00'

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Troy D. Hill	Job Title & Grade: Life Scientist, GS-13
AAship/Region and Division: Region 8, Laboratory Services and Applied Sciences	Address of Official Agency Worksite: 1595 Wynkoop St, Mail Stop LAS-QA; Denver, CO 80202
Employee's Work Phone: 303-312-6050	Employee's Work E-mail Address: Hill.TroyD@epa.gov
First-line Supervisor: Mary Goldade	First-line Supervisor's Work Phone: 303-712-7024
Proposed Start Date: 15 October 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>27 Sept 2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

My job duties involve development and review of documents, communication with project managers and Agency clients. My ability to carry out these duties would not be diminished by a change in my physical location. As an employee and team member I am motivated, well-organized, and communicative, characteristics that lend themselves to high productivity in a remote work arrangement.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: THILL03	Digitally signed by THILL03 Date: 2022.09.26 17:28:12 -06'00'	Date:
Supervisor's Signature: Goldade, Mary	Digitally signed by Goldade, Mary Date: 2022.10.05 14:24:15 -06'00'	Date:
AA/RA (or designee) Signature: MARK SMITH	Digitally signed by MARK SMITH Date: 2022.11.20 20:42:38 -07'00'	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Patrick Wauters Remote Work Text

My work duties are all fully portable.

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Shawn Hernandez	Job Title & Grade: Environmental Protection Specialist / GS12
AAship/Region and Division: Region 8, Water Division	Address of Official Agency Worksite: 1595 Wynkoop St. Denver, CO 80202
Employee's Work Phone: 303-312-6494	Employee's Work E-mail Address: hernandez.shawn@epa.gov
First-line Supervisor: Ben Bents	First-line Supervisor's Work Phone: 303-312-6435
Proposed Start Date: 19 September 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>8/31/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

My duties as a Contracting Officer's Representative (COR), EN Grant Project Officer and WD Purchase Card Holder do not require me to be in person and have been accomplished utilizing MS TEAMS and via telephone calls. Approval of this RWL request will not diminish the agency's ability to accomplish its mission as I have been performing all of my duties for the past year and a half from my current telework location which will also be my RWL.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: Hernandez, Shawn	Digitally signed by Hernandez, Shawn Date: 2022.09.01 07:54:21 -06'00'	Date:
Supervisor's Signature: BENJAMIN BENTS	Digitally signed by BENJAMIN BENTS Date: 2022.09.07 08:49:24 -06'00'	Date:
AA/RA (or designee) Signature: MARK SMITH	Digitally signed by MARK SMITH Date: 2022.10.13 10:12:37 -06'00'	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Gail Tonnesen	Job Title & Grade: Environmental Engineer GS-14
AAship/Region and Division: Region 8 Air and Radiation Division	Address of Official Agency Worksite: 1595 Wynkoop Street, Denver, Colorado 80202-1129
Employee's Work Phone: 303-312-6113	Employee's Work E-mail Address: tonnesen.gail@epa.gov
First-line Supervisor: Kerri Fiedler	First-line Supervisor's Work Phone: 303-312-6493
Proposed Start Date: April 24, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available): <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>2/23/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

My typical work activities include review of technical documents, written reports, and meetings and phone calls with State, EPA Region 8, and EPA headquarters colleagues. Meetings and phone calls occur almost exclusively through MS Teams. This arrangement has been very effective during the 2 year COVID related telecommute.

My remote location is in the local commute area and I can come into the office as needed for briefings and in person meetings. My remote work location has a private home office, high speed internet and phone, and external monitor and keyboard that will allow me to work effectively from home. Additionally, my work productivity will be improved by avoiding a daily 2 hour round trip commute to the office.

Approval/Disapproval (attach documentation):

☐

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature:

GAIL TONNESEN

Digitally signed by GAIL
TONNESEN
Date: 2022.02.26 18:58:59 -07'00'

Date:

02/28/2022

Supervisor's Signature:

KERRI FIEDLER

Digitally signed by KERRI
FIEDLER
Date: 2022.03.01 09:39:22 -07'00'

Date:

AA/RA (or designee) Signature:

Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Barbara Dehnert	Job Title & Grade: EPS/GS13
AAship/Region and Division: OW/R8/WD	Address of Official Agency Worksite: 1595 Wynkoop Street, Denver, CO 80202
Employee's Work Phone: 303-312-6617	Employee's Work E-mail Address: dehnert.barbara@epa.gov
First-line Supervisor: Benjamin Bents	First-line Supervisor's Work Phone: 303-312-6435
Proposed Start Date: 3/28/22	If Temporary, Proposed End Date: N/A

Address of Remote Work Location (Including city, state and zip code):

Ex. 6 Personal Privacy (PP)

Within same Locality Pay Area of Official Agency Worksite:

☒ Yes☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]**Phone Number:**

Ex. 6 Personal Privacy (PP)

Alternate Phone Number (if available):

N/A

Request:Check one: ☒ New Request ☐ Request for Modification to Existing AgreementCheck if for temporary period: ☐ Temporary**Section 2. Employee's Approved Schedule:** Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.**Section 3. Safety Certification****Safety Certification:** The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.**Section 4. Employee Certification and Signature****BARBARA
DEHNERT**Digitally signed by BARBARA
DEHNERT
Date: 2022.01.20 12:24:26 -07'00'**Employee Certification:** I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.☒ Remote Work Training taken on 2/16/22 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

See Attachment 1 - Supporting Documentation

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: BARBARA DEHNERT	Digitally signed by BARBARA DEHNERT Date: 2022.01.19 17:15:45 -07'00'	Date:
Supervisor's Signature: BENJAMIN BENTS	Digitally signed by BENJAMIN BENTS Date: 2022.02.24 11:30:55 -07'00'	Date:
AA/RA (or designee) Signature: DEBRA THOMAS	Digitally signed by DEBRA THOMAS Date: 2022.03.21 18:02:43 -06'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Rebecca Matichuk	Job Title & Grade: Environmental Scientist
AAship/Region and Division: Region 8 - ARD - ATRM	Address of Official Agency Worksite: 1595 Wynkoop Street, Denver, CO, 80202
Employee's Work Phone: 303-312-6867	Employee's Work E-mail Address: matichuk.rebecca@epa.gov
First-line Supervisor: Kerri Fiedler	First-line Supervisor's Work Phone: 303-312-6493
Proposed Start Date: 03/28/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>02/01/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I can perform all of my duties remotely because it consists of conference calls, reviewing and writing reports, conducting analyses that use remote computing systems and tools, and tools/software programs that are available on my agency-issued computer. I also have acceptable internet access, office space, and resources to sufficiently conduct my work remotely. I have also been working remotely for the past two years without any significant operational and functional issues. Further, my productivity has not diminished and I have been capable of accomplishing the Agency's goals and mission since I have worked remotely over the past two years. Therefore, the approval of my request will not impact my performance and work duties.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: REBECCA MATICHUK	Digitally signed by REBECCA MATICHUK Date: 2022.02.22 10:34:32 -07'00'	Date: 02/22/2022
Supervisor's Signature: KERRI FIEDLER	Digitally signed by KERRI FIEDLER Date: 2022.02.23 14:09:30 -07'00'	Date:
AA/RA (or designee) Signature: DEBRA THOMAS	Digitally signed by DEBRA THOMAS Date: 2022.03.21 17:30:40 -06'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Angela L. Zachman	Job Title & Grade: Remedial Project Manager, GS11
AAship/Region and Division: Region 8/ SEMD	Address of Official Agency Worksite: 1595 Wynkoop Street, Denver, Co 80202
Employee's Work Phone: 3033126923	Employee's Work E-mail Address: zachman.angela@epa.gov
First-line Supervisor: Aaron Urdiales	First-line Supervisor's Work Phone: 303-312-6844
Proposed Start Date: Upon approval	If Temporary, Proposed End Date: NA
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 5px; margin-top: 5px;"> Ex. 6 Personal Privacy (PP) </div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; margin-top: 5px;"> Ex. 6 Personal Privacy (PP) </div>	Alternate Phone Number (if available): NA
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>2/9/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I have an effective and efficient remote work environment that has been working well for the past two years. This office space is a separate room in a house where I am the only person during the day. The space is sufficiently equipment with a sitting and standing desk, extra monitors, printer, phone, and reliable high-speed Internet. It is important to note that I do have a hot spot for backup in the event the Internet is slow or down. I will be remaining within commutable distance and available/willing to come into the office for mail pickup, meetings, centralized travel, or other needs.

I my current role as RPM a remote working environment not only meets the needs of the agency but is enhanced by it. I have a quite room where I can be on meetings, watch training and conduct meetings without the use of headphones or the distractions of office life. Remote work also allows me the quite distraction free space to concentrate and focus when researching and writing. Additionally, I can connect with coworkers as needed on TEAMS or through TEAMS chats. The ability to have a quiet space is ideal for working with stakeholders as I am able to maintain professional and timely

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: Angela Zachman	Digitally signed by Angela Zachman Date: 2022.04.05 08:02:18 -06'00'	Date:
Supervisor's Signature: Urdiales, Aaron	Digitally signed by Urdiales, Aaron Date: 2022.04.08 15:14:00 -06'00'	Date:
AA/RA (or designee) Signature: DEBRA THOMAS	Digitally signed by DEBRA THOMAS Date: 2022.05.02 16:05:32 -06'00'	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: John Mackey	Job Title & Grade: Environmental Protection Specialist - GS0028 - 13
AAship/Region and Division: Region 8 Enforcement Compliance and Assurance Division	Address of Official Agency Worksite: 1595 Wynkoop Street, Denver, CO 80202
Employee's Work Phone: 303-312-6056	Employee's Work E-mail Address: mackey.john@epa.gov
First-line Supervisor: Janice Pearson	First-line Supervisor's Work Phone: 303-312-6354
Proposed Start Date: 4/25/2022	If Temporary, Proposed End Date: N/A

Address of Remote Work Location (Including city, state and zip code):

Ex. 6 Personal Privacy (PP)**Within same Locality Pay Area of Official Agency Worksite:**☒ Yes☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]**Phone Number:**

Ex. 6 Personal Privacy (PP)

Alternate Phone Number (if available):

Ex. 6 Personal Privacy (PP)

Request:

Check one:



New Request



Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary**Section 2. Employee's Approved Schedule:** Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.**Section 3. Safety Certification**

Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

Section 4. Employee Certification and Signature

Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☒ Remote Work Training taken on 9/5/2011 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I have been performing my job effectively remotely for the last two years. I have seen no degradation in work quality, communication, collaboration, or anything necessary to perform my tasks. By nature of the position since I started in Region 8, my job has been to shift the focus to electronic correspondence and communication. My work in databases, data certifications, and customer service for those within and outside the agency relies entirely on the use of computers and electronics. The two times I have gone into the office over the last two years (for credential and laptop updates), I had not received any paper mail in my inbox. In fact, I have not received paper mail in quite some time at the agency.

I still have effective communication with my peers and my supervisors. I am able, without disruption, to perform my regular tasks of data management, certification, entry, and correspondence with coworkers. I am able to collaborate with others through the use of phone calls, emails, Teams meetings, and whatever else is necessary to perform my job duties. I also do not have to shift any tasks or responsibilities to others because I am working remotely. I am able to be

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: Mackey, John Digitally signed by Mackey, John Date: 2022.03.15 18:47:07 -06'00'	Date:
Supervisor's Signature: JANICE PEARSON Digitally signed by JANICE PEARSON Date: 2022.03.16 07:38:06 -06'00'	Date:
AA/RA (or designee) Signature: DEBRA THOMAS Digitally signed by DEBRA THOMAS Date: 2022.03.26 11:52:58 -06'00'	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Mandi F. Rodriguez	Job Title & Grade: Management and Program Analyst; GS-0343-13
AAship/Region and Division: Region 8, Superfund and Emergency Management Division	Address of Official Agency Worksite: 1595 Wynkoop St., Denver, CO 80202
Employee's Work Phone: 303-312-6697	Employee's Work E-mail Address: Rodriguez.Mandi@epa.gov
First-line Supervisor: Valeria Guerra	First-line Supervisor's Work Phone: 303-312-6508
Proposed Start Date: 4/10/22	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available): <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>5/28/15</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

See Attached

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: MANDI RODRIGUEZ	Digitally signed by MANDI RODRIGUEZ Date: 2022.02.22 13:42:22 -07'00'	Date:
Supervisor's Signature: VALERIA GUERRA	Digitally signed by VALERIA GUERRA Date: 2022.02.22 17:33:14 -07'00'	Date: 2/22/2022
AA/RA (or designee) Signature: DEBRA THOMAS	Digitally signed by DEBRA THOMAS Date: 2022.03.10 09:00:36 -07'00'	Date:
Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

Disclosure: The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: KIM LE	Job Title & Grade: ENV. ENGINEER - 13-10
AAship/Region and Division: W/SDW	Address of Official Agency Worksite: 1595 WYNKOOP ST DENVER CO 80013
Employee's Work Phone: 303 312-6973	Employee's Work E-mail Address: le.kim@epa.gov
First-line Supervisor: SARAH BAHRMAN	First-line Supervisor's Work Phone: 303 312-6243
Proposed Start Date: 4/24/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	Alternate Phone Number (if available): <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3/23/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

As the Radionuclides Rule Manager in the Safe Drinking Water Unit, I have been working effectively from home over 2 years. My duties are as follows:

- review incoming data from the water system (WS) or lab based on EPA requirements.
- process all letters related to the rads program for the Unit Chief signature.
- report violations to our SDWIS (WS Website) for enforcement & HQ.
- ensure all important information are archived in W-drive.
- review daily CDS setup advisories on any important changes or violations for each WS.
- process inventory requests to set up new WS and/or sampling points (SPs), delete or add SPs, and change/modify existing SPs.
- review the monitoring schedule beginning Feb/Mar each year for overrides, and accurate facility and SP, and due dates.

Approval/Disapproval (attach documentation):

- ☒ Approved
☐ Disapproved (cite reason(s) below)

Employee's Signature: Le, Kim	Digitally signed by Le, Kim Date: 2022.04.13 08:27:42 -06'00'	Date:
Supervisor's Signature: SARAH BAHRMAN	Digitally signed by SARAH BAHRMAN Date: 2022.04.29 18:45:36 -06'00'	Date:
AA/RA (or designee) Signature: DEBRA THOMAS	Digitally signed by DEBRA THOMAS Date: 2022.05.12 15:46:08 -06'00'	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

PRIVACY ACT STATEMENT

Authority: The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

Purpose: The information collected may be used to contact EPA personnel for the purposes of conducting business.

Routine Use: This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

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